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The Best System of Shorthand

THE NORTH CAROLINA STATE NORMAL AND INDUSTRIAL COLLEGE

COMMERCIAL DEPARTMENT

SHORTHAND
TYPEWRITING
BOOKKEEPING

GREENSBORO, N. C., June 30, 1908.

THE PRINCIPAL,

State Normal School, Salem, Mass.

Dear Sir: I understand that you are introducing a commercial course into the State Normal School, of which you are principal. This being a similar school, our work may be of interest to you. Out of an enrollment of 560, the Commercial Department here carries from 10 to 12 per cent. We use the Isaac Pitman system, and the results are good—the public pronounce the work a success. At our last Commencement, May 26, we gave two Reporter's Certificates for verbatim work. To show you the highest expression of our work, I am mailing you a copy of the State Normal Magazine, in which you will find some verbatim work, notably the sermon by Dr. White, of Atlanta. Less than a half-dozen words were changed in the manuscript, the work being so well done. The environment of this place, coupled with a standard shorthand system, produces the results indicated. Scarcely a year passes that we do not give one or more certificates for verbatim work. If we had one of the light-line systems, the results shown in this magazine could not have been done. You are interested in putting the best before your students and there is no system superior to the Isaac Pitman.

Respectfully,

(Signed) E. J. FORNEY,

Principal, Commercial Dept.

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is not *longhand*—we have not tried to make it *look* like longhand. It is genuine *shorthand*, the *original lightline*—and it contains none of the objectionable characteristics of the continuous forward movement *systems*, in writing which it is impossible to keep the hand in balance, and which, when rapid writing is *attempted*, are *less legible* than the Pitmanic shorthands.

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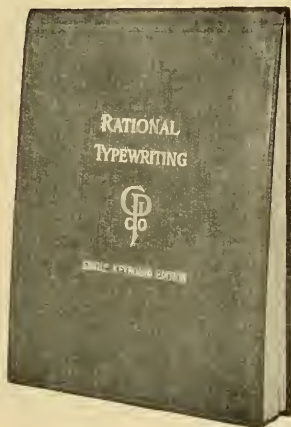
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S. S. PACKARD, Publisher, 101 East 23d Street, New York

PENMAN'S ART JOURNAL

VOL. 33

SEPTEMBER, 1908

NO. 1

EDITORIAL



ANOTHER school year is upon us. Teachers are back in the school room with coats of tan which give evidence of the manner in which they spent their vacations. They may, too, some of them, have difficulty in inducing their muscles to describe the circles between two ruled lines on a sheet of paper after the magnificent sweep of the arm grasping the tennis racquet or the tip of an oar. But the finer touches will soon come back, and mingling with the energy and enthusiasm developed in the open air will make every teacher a host in the battle for education.

All the pupils are not yet here, but they are coming. Those on hand for the first day of the new school year display an eagerness for the work which augurs well for the final results. During the bright, sunny days of September, and when the crispness of early October frosts is in the air, there will be ill-concealed yearnings for forest, field and stream, but the energies that would be applied to sports will be directed with telling effect upon their studies. They feel the spirit of conquest and their eyes already flash with the victory they see ahead.

Owners enter upon the school year with hope and confidence. They have passed through a long period of doubt. The younger school men, perhaps, who have not been called upon to weather such gales as that in which they suddenly found themselves last Fall, felt almost discouraged when the tightening of the money market caught them between two mill-stones, cut down their incomes and made credit difficult to obtain. But they have learned lessons in business which never were taught them in the business schools they attended, and they will be better able to impart their knowledge to others.

There is optimism in the air. Every branch of industry feels it, from the little place of business on the corner to the mighty railroad system, with the terminals on either ocean. It is not coming back with a rush, but with a steady uplift which promises permanence. All this, the business school proprietor knows, means prosperity to him. As business expands there will be a greater demand for his pupils, the salaries paid them will be better, and the attendance at his school must increase.

More pupils means harder work for the teacher, but he, too, feels the thrill. Perhaps on account of the uncertain conditions prevailing early in the Summer he has accepted a position at less salary than he felt himself capable of earning. More pupils may mean harder work for him, but it also means a raise in salary at the end of the year, even though it may not come before. Then, too, there is the satisfaction

which comes from training young men and women for a work which the world is waiting to have them do.

To the pupils themselves the inspiration of returning confidence is greatest. The young man or young woman who enters a business school does so with a definite purpose in view—that of entering a business office. So when the wheels of industry begin to turn in their accustomed manner, when the forces in a thousand offices are strengthened to meet the demands which will be put upon them, the pupils feel confident that when they have mastered the lessons of the year there will be awaiting them the opportunity to put their theories into practise.

Throughout the country, school rooms have been remodelled and courses strengthened. Instead of waiting for the business world to demand these improvements the school proprietors have wisely taken the initiative and determined to make their pupils so proficient that business men could not afford to do without them, even in dull times. In this respect temporary misfortune may prove to be a blessing.

The Journal feels the inspiration of the season more than ever before. At the time when the general depression in business was greatest it was making preparations for the best year of its career. A course of lessons in business writing such as had never before been attempted, was planned, and with this issue of the magazine our readers are given an opportunity to see for themselves if we have not eclipsed all previous efforts along this line. The eye of an expert is not needed to determine the practicability of these lessons. They speak eloquently for themselves.

Teachers should start the year right by urging their pupils to subscribe for some business paper. Compared to the results obtained in increased interest and efficiency, the cost is trifling. Every trade has its organs, and no man would expect to succeed in any line without careful attention to the literature pertaining to it. The Penman's Art Journal is the trade organ of business education, not of penmanship alone, but of all the allied branches. It is invaluable to teacher and pupil.

We are just taking our thirty-third degree, and in the coming volume will be gathered the harvest of thirty-two years of experience. Don't neglect the opportunity to give your pupils a share of the benefits to be derived from a careful study of the artistic forms and graceful lines of the copies to be given during the coming year, not to mention the general contents of the magazine, which is always interesting and always instructive. Start your clubs at once. Beginning right is half the battle. Well begun is half done.

The Penman's Art Journal

PUBLISHED BY
THE NATIONAL PENMANSHIP PRESS
 HORACE G. HEALEY, EDITOR
 229 BROADWAY, NEW YORK

TWO EDITIONS.

THE JOURNAL is published monthly in two editions.
 THE PENMAN'S ART JOURNAL, 32 pages, subscription price 75 cents a year, 8 cents a number.

THE PENMAN'S ART JOURNAL, NEWS EDITION. This is the regular edition with a special supplement devoted to News, Miscellany, and some special public-school features. Subscription price \$1.00 a year, 10 cents a number.
 All advertisements appear in both editions; also all instruction features intended for the student.

CLUBBING RATES.

Regular Edition—75 cents a year. In Clubs of more than three, 60 cents each.
 News Edition—\$1.00 a year. Five subscriptions, \$5.00; one hundred subscriptions, \$100.00.

After having sent in enough subscriptions to entitle the club sender to the minimum rate, as specified above, additional subscriptions in any number will be accepted at the same rate throughout the school year.

On foreign subscriptions, including Canadian, and on subscriptions in Boroughs of Manhattan and Bronx, New York, 25 cents a year extra, to pay for additional cost of delivery.

ADVERTISING RATES.

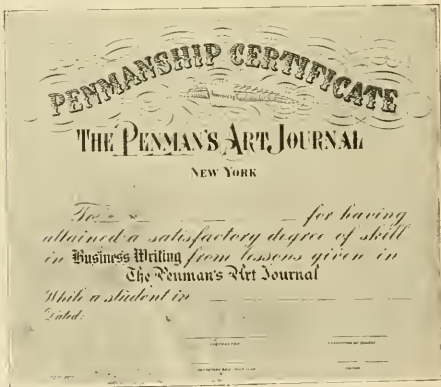
\$3.00 an inch. Special rate on "Want" ads, as explained on those pages. No general ad. taken for less than \$2.00.

CHANGE OF ADDRESS.

Subscribers who have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

THE JOURNAL'S PENMANSHIP CERTIFICATE



The above is a reduced fac-simile of the Penmanship Certificate awarded by the Penman's Art Journal to those who complete any one of its courses in business writing. It is a handsome specimen of the art of penmanship, printed on beautiful azure tinted parchment paper, 16x21 inches in size.

It is signed by the class teacher, the conductor of the course of lessons in The Journal, the secretary of the Self-Help Club and the editor of The Journal.

The conditions under which the certificate is awarded are as follows:

- I. Every candidate must be a subscriber to The Journal.



H. R. SHAFER.

The man behind the Pernin Shorthand Institute Co., Detroit, Mich. Fourteenth of a series of "Men Behind Great Business Enterprises Closely Associated with Commercial School Interests."

2. He must well and faithfully do all the work assigned in connection with any series of lessons in business writing.

3. A final specimen of his writing must be sent to the editor of The Journal for approval. (Home students will be required to send a page of their practice work taken from each month's lesson.)

The Journal's certificate has now been in use for five years and hundreds of them adorn the walls of leading schools of this country. They are rightfully prized very highly by the holders as a tangible evidence of earnest and conscientious work faithfully performed.

A fee of fifty cents is charged to pay for inserting the name, the name of the school, and to defray the expense in getting the proper signalures.

We hope to have the pleasure this year of issuing a large number of these beautiful certificates.

PENMAN'S ART JOURNAL, 229 Broadway, New York.

A VOLUNTARY TESTIMONIAL

Pittsburg Academy, Pittsburg, Pa., July 17, 1908.

Gentlemen—I am in receipt of your recent favor in which you grant penmanship certificates to eight Pittsburg Academy students.

These certificates have been unusually helpful to us during the past year in the way of arousing enthusiasm in our classes. Heretofore we have given gold medals and prizes of various kinds in order to secure better work from our students, but we have never succeeded in getting anything like the results that have been secured this year from the certificate plan.

In giving certificates the standard should be high; and it is certainly an excellent idea. I am telling my classes that you require a strong business movement and at least a fair degree of accuracy.

Of course, the Penman's Art Journal has been useful to us in other things than penmanship, but this is where it has had greatest usefulness. I wish to say that during the coming year I shall turn you in as many subscriptions as possible.

Yours truly,

E. T. OVEREND.



MR. MILLS AT HIS WORK.

This photograph, taken August, 1908, shows Edward C. Mills, the noted Script Specialist, just as he appears when doing his work. Mr. Mills is now Associate Editor and member of the Journal staff. He is a model for the young men of America, not only as a penman, but in every other way.

Lessons in Business Writing

FOR BEGINNING PUPILS

BY *Edw. C. Mills & Horace G. Healey*

LESSONS IN FREE-ARM MOVEMENT WRITING



THIS course of lessons is the result of the combined efforts of Edward C. Mills, the noted Script Writer, and Horace G. Healey, the Editor of The Journal. Every feature has been tested in the crucible of the class room, and nothing but the pure metal remains. We promise the highest possible improvement to all who conscientiously follow the course. It is expected that pupils will do at least one hundred pages of practise work each month. Certificates will be granted to all who meet the necessary requirements.

MATERIALS.

PAPER—Use a good quality of paper, eight by ten and a half inches in size. Whenever the time can be had to do so, the paper should be ruled into quarters, as shown in the lessons. The quarters may be indicated by check marks, making the middle check mark first. A little time can be profitably spent in eye-training of this nature. Have at least two blank sheets under the one on which the writing is being done.

PENS—For Business Writing use a business pen. Any of the following will give very satisfactory results: Esterbrook, Business and College, No. 453; Hunt, University, No. 59; Gillott's Magnum Quill, No. 601 F; Spencerian, Commercial, No. 3. Use a new pen at every lesson.

INK—Use a blue black fluid ink, the darker the better.

AMOUNT OF WORK TO BE DONE.

From one to five pages of each lesson should be written, whether it consists of a Letter, a Word or a Sentence. All Product Work should be filed away for grading and comparison.

MONTHLY SPECIMENS.

At the beginning of the course, and on the first Monday in each month, each student should prepare two specimens of writing, one to hand to the teacher, the other to be retained by the pupil himself. These specimens should be worded as follows:

City, State, Date

This is a specimen of my best penmanship.

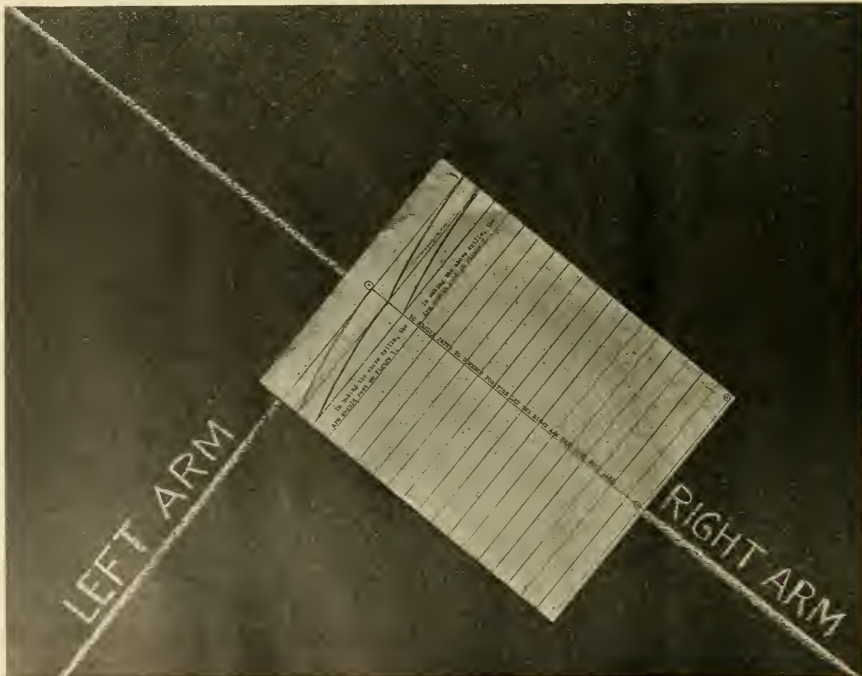
Nine men went mining in a mine.

A set of capitals written in two lines.

Signature of the writer.

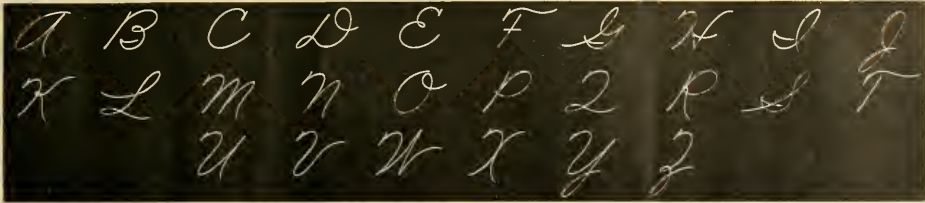
HOW TO PRACTISE.

Assume and maintain a correct position at the desk. Take paper and check off into Quarters. Practise dividing these Quarters into Eighths. This will be necessary in order to have a definite guide as to proper direction for the down strokes. Then "STOP, LOOK AND STUDY." Do not plunge ahead blindly and trust to luck—lifting your hand do your seeing and thinking. The eyes are to see the letters, the head to understand them, and the hand to make them. Read the brief instructions carefully. Be sure that you understand them. The first line shows the make-up of the letter; the second, how to practise it. You should devote at least one-third of your practise time to the first line, and two-thirds to the second line. Always count, either aloud or to yourself, while practising. Later on in the course it will be possible for you to keep the count and not move your lips.



CUT SHOWING POSITION OF PAPER AND ARMS WITH RELATION TO THE DESK.

At the bottom of the paper are two figures in circles, 1 and 2. Place the arm on top of Figure 1 while making the exercises on the first half of the line, and on Figure 2 while making the exercises on the second half of the line.



STANDARD BUSINESS CAPITALS—AS PLAIN AS PRINT.

FREE CERTIFICATE.

A Free Certificate will be awarded to one pupil in each school who, in the judgment of the teacher, has made the greatest improvement. These Certificates are to be awarded March 1, 1900.

POSITION.

Study carefully the five points in Position, Body, Arm, Hands, Pen and Paper, by referring to the large cut showing Mr. Mills at his desk sitting just as he does in doing his most accurate script work. This photograph was taken during the month of August, 1908.

WRITE IN COLUMNS FOR WORD PRACTICE: After writing the first column, draw the paper toward you and write the second. Eventually, you will have copies that train you to write across the page.

FORM.

Form is taught concurrently with Position and Movement. The type form of the Letter is used as the basis. This is done that learners may see the resemblance existing between the two forms in Shape and Proportion.

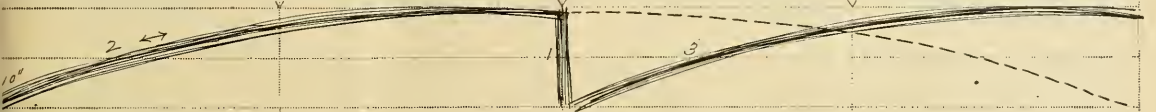
SPEED.

That the desired quality of line may be obtained, it is very necessary to make the exercises at the rate of speed indicated. High speed should not be attempted at first, but should be a resultant acquirement.

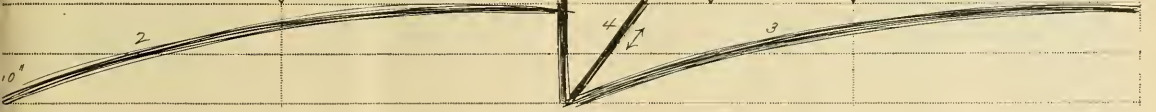
PRACTISE WITH DRY PEN: With a dry pen go over the outline very carefully of each letter. Repeat this fifty times. It will accustom the muscles and nerves to the Letter Track. Each letter has a little track of its own, and the muscles must be accustomed to making the trip. These tracks are very narrow.



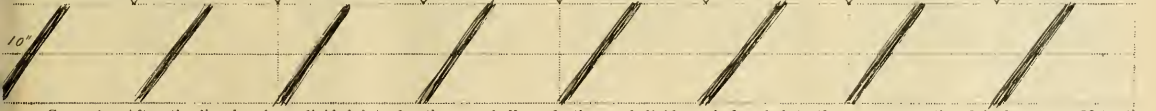
Copy 1. In making the penmanship journey, the first thing to do is to get on to the right track. With paper checked off into fourths, place the arm on the sheet so that it crosses all lines at right angles. Let the hand move up and down ten times in a perfectly straight line in the middle. Move to the right (No. 2, and repeat; then to the left (No. 3). This is the chief thing that is new in Free Arm Movement Writing. Master it, and you are on the right track. But you could not write with this up-and-down motion alone.



Copy 2. With arm placed across middle of bottom line, swing pen back and forth to middle check mark. If the pen were allowed to continue across page, it would follow dotted line. Move arm to end of bottom line on page and make second exercise. This is not a new movement, as Copy 1 was. But you could not write with this from-left-to-right motion alone.



Copy 3. Let us invent a line that will go up and down and from left to right at the same time. We repeat Copy 2, and divide the up-and-down-line No. 1 and the lateral line No. 3 with the Oblique Line No. 4, and we have just what we want. This line will be our compass. Let us master it. But notice! While it is midway between lines No. 1 and No. 3, it touches the middle of a square made up from one-half of the fourth in which it is made. This observation will be our guide for determining the right direction for all straight strokes.



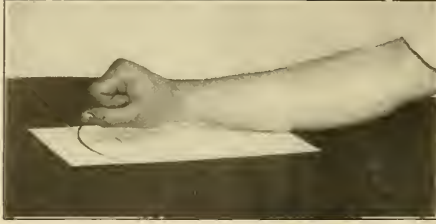
Copy 4. After the line has been divided into fourths, we shall go further and divide each fourth into the squares mentioned in last copy. Make the straight line from middle of top line to lower left hand corner. This line we shall use as a "post" or "support" on which to rest other exercises. Observation No. 2. As we make this line we notice that each time we draw it toward the middle of our bodies, and on a line directly straight with our eyes.



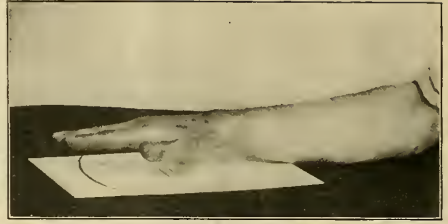
Copy 5. Writing is not made up of straight lines only. We must have some curves. We therefore bring to our aid a figure called the Oval, because it is shaped like an egg. We shall now take a page filled with the straight line and around each throw an oval, going around ten times. The straight line is a support to keep the oval from falling down.



Copy 6. After the oval is mastered with a support, we shall make it alone, to see if it can stand by itself.



No. 1.

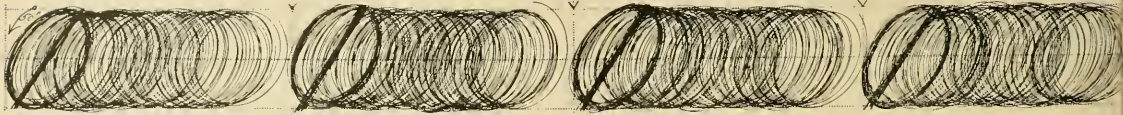


No. 2.

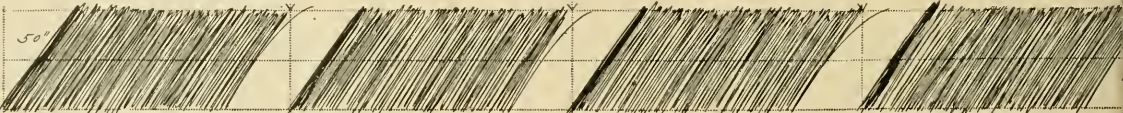
PRELIMINARY DRILL NO. 1: Place the arm on the table so that the fleshy portion only touches. Close the hand as tight as possible, and let it move in and out of the sleeve as far as the elasticity of the muscles will permit. Be very careful that the arm does not swing at the elbow. Count as the arm comes back. The hand will go in and out of the sleeve much as a turtle's

head goes in and out of its shell. The rate of speed in all these drills should be three per second.

PRELIMINARY DRILL NO. 2: Rest the arm as in Drill No. 1, but open the hand. The muscles will not be so enlarged. Keep your eye and your mind constantly upon the forearm.

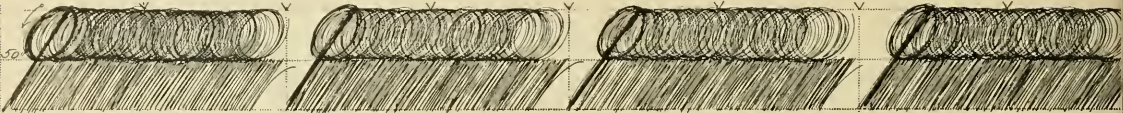


Copy 7. Make the oval standing by a post, and then let it walk along to the first check mark. If it falls down once, or changes its direction in the least, you must practice more on Copy 5.

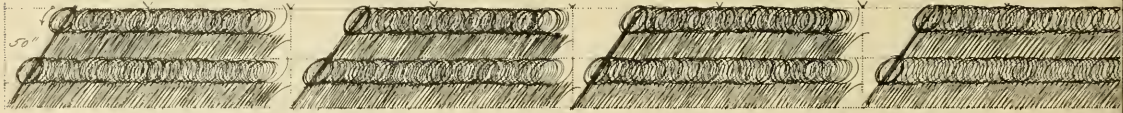


Copy 8. As soon as the oval can walk alone, try the straight line. First let it stand still for a while to get its balance, and then walk off gradually to the first check mark.

Control. In all the foregoing exercises, we have been developing Movement and Direction. There has been very little Control as to size and position. It is now necessary to take a step into new territory, that of controlling the little skill we have developed. We shall call this new step the Second Degree; the preceding one being termed the First. The Second Degree in Control will consist in bringing the exercise down to one-half the former height and at the same time not permitting the fingers to move in the least.



Copy 9. (Second Degree.)—Divide the fourths into squares as before to get the proper direction for Oval and Straight line. Make the exercise one space in height.



Copy 10. (Third Degree.)—Obtain proper direction as before; but make exercises one-half space high. Same straight line serves as guide for lines. We have the movement under sufficient control for the Capital Letters.



Copy 11. (Fourth Degree.)—Bisect each fourth, and from the middle of top line to lower corner draw straight line, just as in all former exercises. Make three exercises to a space.—afterward make four. Movement is now brought down to scope of Small Letters.



Copy 12. (Movement Applied.)—If you will look at Copy 11 again you will see that it evolves into letter forms—the e, i, u and w, or ones of the alphabet. This is the first stage in the Application of Movement—a Specific or Appropriate Drill for a Letter. The Second Stage is to hitch Movement to a Letter Form. Our simplest small letter is e. Notice how closely it resembles the printed form of the letter. The first line teaches the movement of the letter; the second line shows how to practise it—a specific drill in first quarter, and three groups of five letters each in remaining quarters. hundred and fifty per minute.



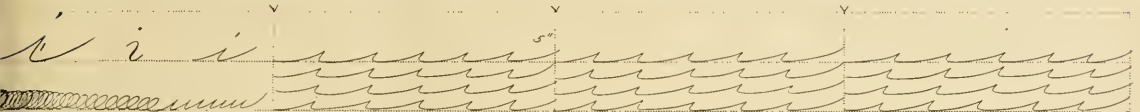
No. 3.

PRELIMINARY DRILL NO. 3: With the arm still moving like the turtle's head, in and out, let the finger nails drop down on the paper or desk so that they will scrape. It is very important that the ends of the nails *only* should rest upon the desk.



No. 4.

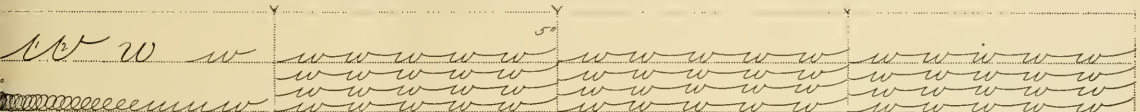
PRELIMINARY DRILL NO. 4: While the arm is still moving in and out of the sleeve and the finger nails scratching the paper, lift the two first fingers and let the nails of the third and fourth fingers rest upon the paper only.



Copy 13. The *i* is the next letter. Notice resemblance to type form. Practise as in Copy 12. One hundred and fifty per minute.



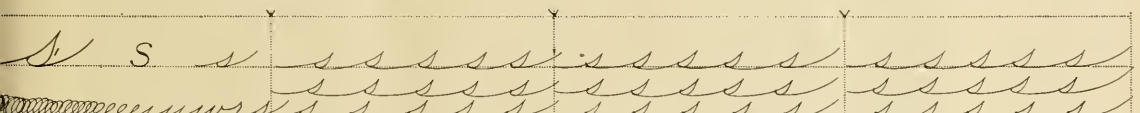
Copy 14. In all of these plates, the first line shows both the script and type forms of the letters; also how to group them. The second line shows how to practise the exercises, at the same time affording a guide as to size. Ninety per minute.



Copy 15. Notice how each small oval exercise starts out with the little straight line as a support, and gradually evolves into a letter form. Ninety per minute.



Copy 16. There is not much resemblance between the script and type forms of the *r*. This is the style of *r* to practise, however, for it can never be mistaken for another letter. Sixty per minute.



Copy 17. We have now made six letters, or nearly one-fourth of the alphabet. Be sure that you have used the movement in all. One hundred and fifty per minute.

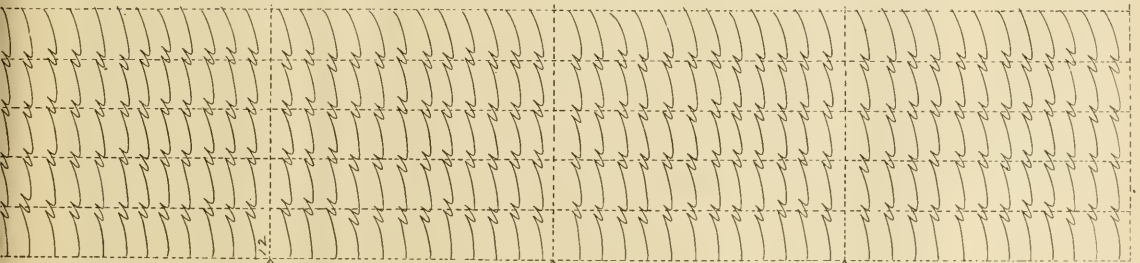
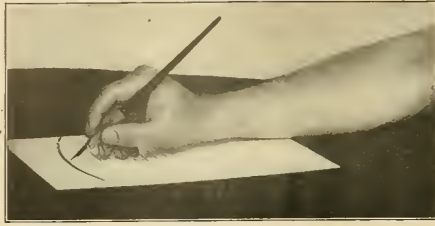


Plate A. This plate shows how all the small letters should be practised across the lines to form the habit of spacing the letters automatically. Twelve lines to each quarter is the correct size.



No. 5.

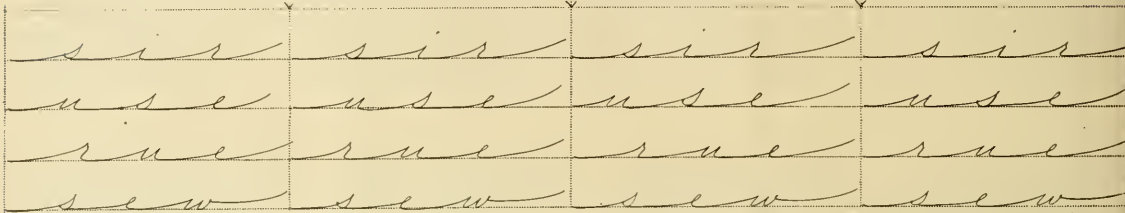
PRELIMINARY DRILL NO. 5: Take up the penholder. Grasp it in the middle of the cork or rubber tip. Let the fingers all lie close together, as shown in cut 6, the penholder passing opposite the third wrinkle of the first finger, the first finger resting on top of the penholder, the second finger standing by the side of it, and the thumb pushing it up against the rest of the hand. Let the hand move in and out of the sleeve as before. Now take a sheet of paper and place it under the arm so that the pen will



No. 6.

touch the middle of the paper, as shown in cut 6. Let the hand swing back and forth laterally over the beginning of the third line to the end of it. The middle of the sweep will touch the top blue line of your paper.

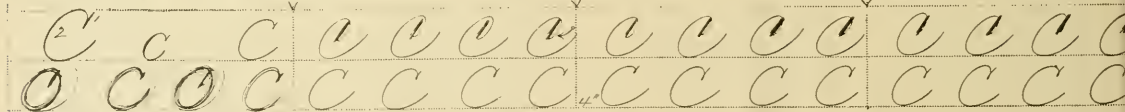
PRELIMINARY DRILL NO. 6: This shows how to hold the paper. Turn the page so that the top of it will be up. With the arm in this position, it points toward the upper left-hand corner of the desk.



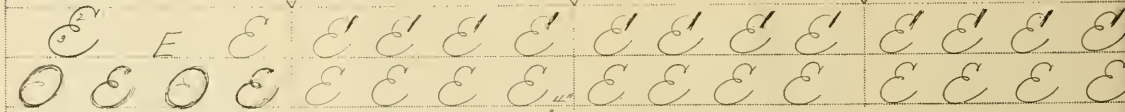
Copy 18. We shall now use the letters in words, making the Third Stage in the Application of Movement. Make a full page of each word.



Copy 19. Review Copy 10. Count 1, 2. Line one shows how to learn the letter; line two, how to practise it. Make ninety per minute.



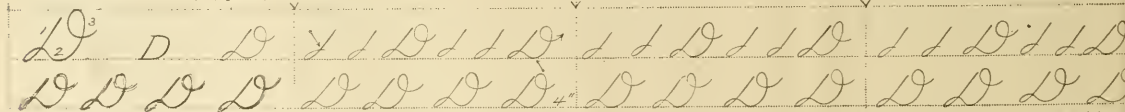
Copy 20. Practise as in copy 18. Get the swing. Ninety per minute.



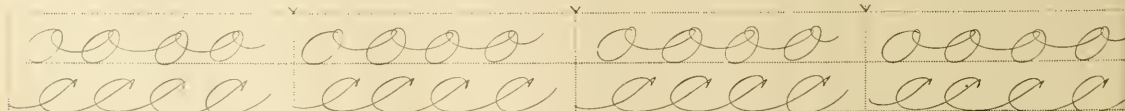
Copy 21. Same directions as before. Sixty per minute. Don't get top too small. Count 1, 2, 3.



Copy 22. Count 1, 2, pause, 3. Notice how straight line two is. Always pause when you count that line. Close the top. Sixty per minute.



Copy 23. Make first line straight; then a little sword handle, and finish same as capital O. Count 1, 2, 3, and accent each one. In practising one count as follows: 1, 2; 1, 2; 1, 2, 3. Sixty per minute.



Copy 24. Capitals O and C joined. These constitute very valuable movement drills. They develop courage, as well as power and skill.

EEEE EEEE EEEE EEEE
 aaaa aaaa aaaa aaaa

Copy 25. Practice same as 23.

DDDD DDDD DDDD DDDD

Copy 26. Same as preceding copies.

Ours Ours Ours Ours
 Cure Cure Cure Cure

Copy 27. Make an entire page of each word. Space well out to the right.

Eric Eric Eric Eric
 Drew Drew Drew Drew

Copy 28. This and the preceding plate comprise all the letters taught so far (excepting A), six Small Letters and Five Capitals. The A is shown in plate B.

Plate B shows a grid of cursive capital letters 'A' for practice, arranged in four columns and six rows.

Plate B. This plate shows how the Capital Letters should be practised across the ruled lines. Divide line into quarters and make six rows to each, twenty-four to the column.

The Progressive Order of Business Educators
LOCAL BRANCH NO. 229
WHEREAS,
 the *Penman's Art Journal* HAS FOR MORE THAN **THIRTY-YEARS**
 stands as the foremost champion of the cause of Business Education and Commercial School Interests in America, first under the leadership of that *Prophet of Professional Journalism*

DANIEL J. AMES

and subsequently under the management of his faithful successors, and
Whereas, during all this time it has presented to its readers the very best work, *not only of the leading educators, but of the Penmen and Artists as well,*
Whereas, the various departments for the coming year promise to be the very best in its history.

Resolved, that *The Journal shall have my most loyal support, and that I shall consider it my duty and pleasure as well to see that the names of my students are placed upon its subscription list before the close of the school year.*

LESSON IN ENGBROSSING BY E. E. MARLATT, OF THE JOURNAL STAFF.
 Mr. Marlatt, during the past twelve years, has made a place for himself in the front rank of American Engravers and Illuminators. The above piece is submitted as a sample of work for which \$15.00 should be charged. In the October number Mr. Marlatt will have a \$5.00 set of resolutions.

THE YOUNG MAN'S PAGE

BY THE EDITOR

CET ALL YOU PAY FOR

A Brief Talk to September Students



As a rule, when you go into a place of business to buy, the less you carry away for what you pay the better pleased the business man is. Schools are about the only institutions that are glad to have you take away all you can carry, the more the better. If you don't get your money's worth it's your own fault, and the teacher is as disgusted with you now as you will be with yourself later on when you go over your list of wasted opportunities and find staring you in the face the fact that you have sinned away your educational birthright.

If you are attending a business school, remember that you have no time to lose. Life is short and art is fleeting, but a business course is one of the shortest things we know of, saving only the memory of a bad debtor. And educational opportunities wasted make you the worst kind of a bad debtor to yourself. You'll have to carry the account all your life, and it will look worse every time you look at it.

Don't waste any time beginning to get ready. It is but a year at the most, perhaps six months only, before you will be summoned before that august personage, the office manager, to give account of yourself. You may be confident of your ability when you start for his place of business, but unless you have been honest with yourself while in school you will feel as if you could crawl out through the keyhole with some room to spare before the keen-eyed man at the desk has finished talking with you.

There are a lot of things to learn before you can suit him. He has been educated up to an appreciation of good service. He hasn't neglected his opportunities to learn what a good office man ought to be able to do. You may be sure that even if you have let your opportunities for learning go by, he has been learning right along. He can usually tell the difference between a competent and an incompetent man in about three minutes, and if you had hoped to pick up the necessary information during the first year or two in the office while he was making up his mind about you you'd better wake up.

If you enter the business school without any knowledge of business forms you will find that there are a thousand and one different things to become familiar with. There are card index systems, appalling when you first think of them, but soon mastered, if you apply yourself. And there will be enough machinery to stock a factory, all of which you must familiarize yourself with, if you are to be a success in your chosen field.

Don't be a wheelbarrow. Some people will never be a success unless some one else gets behind them and pushes. A wheelbarrow is serviceable in its way, but it's hard work

keeping it going. There are some men who owe their success to their wives. These are the wheelbarrow sort of men. As a general rule, their wives don't think any more of them than the world does. Even a man's wife gets tired of pushing a wheelbarrow in time.

Read the business magazines, subscribe for at least two of them. Then there will be no danger of your getting into a rut. Read everything you can find pertaining to your chosen field—business. Read the financial and business news in the daily papers. Read the news pages in which are chronicled the doings of the men who are the leading spirits in the business world to-day. You'll learn much which will be of service to you in preparing to be one of the leading spirits in the business world to-morrow.

Be honest with yourself. A good business man won't take less than a hundred per cent from any one else, and it is a good idea to start with yourself. Get the habit of application. There will be a thousand men trying to master the intricacies of the particular branch of industry you choose for your own special field. You may have to work overtime sometimes trying to figure out ways to get in ahead. You will need to concentrate.

This is an age of specialization. You will have to concentrate your efforts, as well as your thoughts. Many a man has lost one prize he might have won by trying to get two or three at the same time. Better let the other fellow have part of them than to try getting all of them and lose all. This is too large a world for one man. Find your field and stick to it. It will probably look limited at the start; but the whole world may look small to you when you begin; but the longer you work the better satisfied you will feel that, when you have finished, there will be a good many things in your own particular field for your successors to learn.

THE KIND THE WORLD WANTS

- A pays-as-he-goes young man
- A dice-never-throws young man.
A clean-in-his talk,
Erect-in-his walk,
Not-in-debt-for-his-clothes young man.
- A promptly-on-time young man.
- A get-up-and-climb young man,
A willing-to-work,
A never-will-shirk.
- A waste-not-a-dime young man.
- A look-you-in-the-eye young man,
A never-say-die young man,
A ready-right-now,
Or a sure-to-learn-how.
- Not a give-up-and-cry young man.
- A stick-to-his-job young man.
- Not a follow-the-mob young man.
A sure-to-succeed,
(Heaven favor the breed)
- A get-to-the-top young man.

Lessons in Flourishing

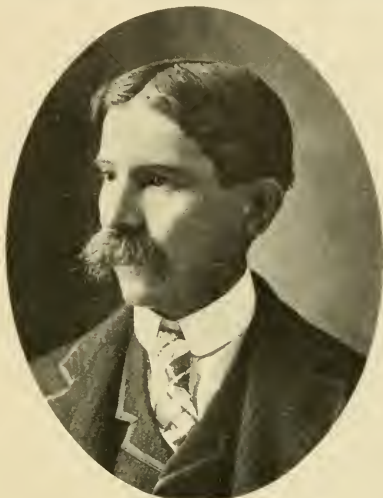
BY
M. B. Moore

It is with a great deal of pleasure that I contribute this course in Practical Off-Hand Flourishing to the columns of The Journal, for it is from these very pages that I have obtained my skill and inspiration during the past twenty-five years.

It shall be my plan to give only such exercises as are really practical and essential. Off-hand flourishing is still an important branch of penmanship, and I earnestly advise all who appreciate the artistic and beautiful to take up this course and follow it through with me.

In Plate 1 I have given eight elemental exercises. In Plate 2 I have some simple applications, showing how these movement exercises may be used.

Hold the pen as shown in the cut. Use the best quality of paper, a fine, flexible pen and black ink. Instructions will be continued at length.



M. B. MOORE.

COULDN'T WAIT SO LONG

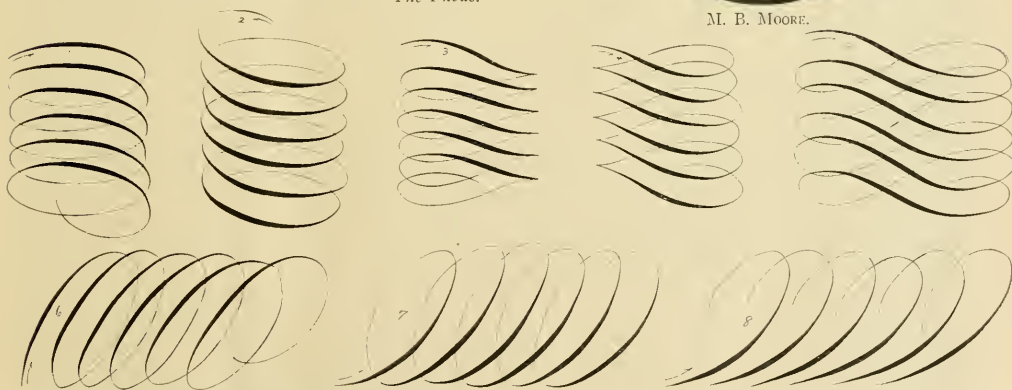
The following correspondence recently passed in the tire trade:

Dealer—Please ship me another case of tires, same as last.

Maker—Cannot ship anything until last case is paid for.

Dealer—Cancel the order. Can't wait so long.

—The Pneu.



CONTINENTAL EMPLOYMENT BUREAU AND TEACHERS' AGENCY

Bowling Green, Ky., July 6, 1908.

PENMAN'S ART JOURNAL,
229 Broadway, New York City.

GENTLEMEN—We are handing you herewith contract for the ensuing year. We have found your paper to be an excellent advertising medium. Very cordially yours,

(Signed)

W. S. ASHBY.

S. F.

Williamsport Commercial College,

Williamsport, Pa., July 21, 1908.

Gentlemen—Every student in our shorthand department has a copy of The Journal, and we are using the lessons every day. We expect to get better writing next year than we have ever gotten before. Students like business writing and look forward to each recitation with interest.

Very truly,

WILLIAMSPORT COMMERCIAL COLLEGE.

THE PENMEN'S EXCHANGE

During the coming year we hope to have contributions for this department from all the leading penmen. We want the best that the profession can supply. It is the plan to make this department one of the most interesting in the magazine.

EDITOR'S SCRAP BOOK

The Editor's Scrap Book continues to grow in favor and increases in size. During the past year hundreds of specimens from our leading teachers and professional writers have been received. During the coming season we hope for an increased receipt of specimens in the various branches of penmanship—Business Writing, Ornamental Writing, Flourishing, and Pen Drawing.

We have received from James Wild, Colne, England, some excellent ornamental signature work.

E. H. McGhee, of Trenton, N. J., continues to contribute his batch of well executed ornamental and business writing. Mr. McGhee's work is improving right along.

W. A. Bode, the well-known card writer, of Fair Haven, Pa., sent The Journal some specimens of his card work that rank among the very best.

J. W. Washington, now of Dorchester, Mass., swings a very skilful ornamental quill, as is noted from some miscellaneous specimens and card work he has sent us.

J. G. Christ, of Lock Haven, Pa., is still able to dash off a letter in the ornamental style that is a delight to the eye.

Some splendidly written cards have been received from E. E. Hixon, New York City; J. F. Siple, Philadelphia, Pa.; E. A. Tietze, Houston, Texas; E. A. Dieterich, Cincinnati, Ohio; M. F. Mitchell, Meridian, Miss.; J. J. Lynch, Newark, N. J.

Thomas E. Cupper, of Albany, Ga., handles the ornamental penholder with a marked degree of skill. Mr. Cupper is manager of the So. Shorthand and Business University.

Letters worthy of mention this month come from J. W. Baer, Phoenixville, Pa., and C. B. Adkins, Hartford, Conn.

Superscriptions written in the ornamental and business styles come from the following: S. E. Leslie, Poughkeepsie, N. Y.; A. C. Sloan, Toledo, Ohio; John F. Siple, Philadelphia, Pa.; G. R. King, Los Angeles, Cal.; W. A. Hoffman, Valparaiso, Ind.; Oscar Ellefson, Olga, Minn.; F. W. Tabblyn, Kansas City, Mo.; Adolph Mohler, Kewanee, Ill.; J. G. Christ, Lock Haven, Pa.; G. T. Wiswell, Louisville, Ky.; D. T. Ames, Mountain View, Cal.; C. A. Zarker, Lancaster, Pa.; Amos W. Smith, Buffalo, N. Y.; J. C. Barber, Providence, R. I.; H. P. Behrensmeyer, Quincy, Ill.; P. L. Greenwood, St. Paul, Minn.; J. W. Washington, Dorchester, Mass.; E. S. Watson, Williamsport, Pa.; E. H. McGhee, Trenton, N. J.; J. D. Valentine, Pittsburg, Pa.; D. H. Farley, Trenton, N. J.

W. H. Wetzel, McKeesport, Pa.; M. B. Moore, Morgan, Ky.; C. M. Miller, Coudersport, Pa.; F. B. Hess, Brooklyn, N. Y.; E. F. Whitmore, Washington, D. C.; J. T. Evans, Wilkes-Barre, Pa.; J. F. Bowers, Lake Arthur, N. Mex.; C. W. Ransom, Kansas City, Mo.; A. H. Ross, Albany, N. Y.; J. D. McFadyen, Ottawa, Ont.; George W. Ellis, Portland, Ore.; R. C. King, Minneapolis, Minn.; W. C. Brownfield, Columbus, Ohio; James A. Stanley, Lowell, Mass.; C. E. Baldwin, Columbia, Mo.; E. L. Brown, Rockland, Me.; Sam Evans, Covington, Ky.; H. McKay, Waco, Tex.; A. S. Osborn, Rochester, N. Y.; E. A. Dieterich, Cincinnati, Ohio; H. G. Reaser, York, Pa.; A. M. Wonnell, Big Rapids, Mich.; J. H. Snyder, Arona, Pa.; F. J. Anderson, Kansas City, Mo.; A. R. Damon, Ayers, Me.; C. B. Adkins, Hartford, Conn.; J. H. King, Raleigh, N. C.; F. B. Adams, Greenville, Ill.; J. V. Machell, Philadelphia, Pa.

James Wild, Colne, England; Sister Mary Germaine, Monroe, Mich.; C. J. Gruenbaum, Lima, Ohio; R. W. Balleutine, Albany, N. Y.; R. A. Bivin, Sedalia, Mo.; W. A. Bode, Fair Haven, Pa.; J. N. Fulton, Fort Wayne, Ind.; Bessie Harrison, McKeesport, Pa.; Katharene Rosen, McKeesport, Pa.

J. C. M. Cameron

D. Lewis

J. C. Bode

Mc

ENGROSSING AND ILLUMINATING

By P. W. COSTELLO, SCRANTON, PA.



The following preamble and resolutions were unanimously adopted by the 19th ANNUAL CONVENTION OF
the International Union of the United Mine Workers of America
 assembled in the City of Indianapolis, Indiana, January 21st. to February 3d. Nineteen Hundred and Eight.

Whereas, Every movement for the welfare of mankind has moved onward to success or perished in defeat because of the appearance or non-appearance of the right man at the right time, and

Whereas, The United Mine Workers' organization has been extremely fortunate in having a man to direct and guide it through the great crisis of the past nine years whose skillful generalship, keen penetration of men and affairs' and sound judgment in the selection and direction of policies to improve the wages and conditions of the mine workers have never been equalled by any man in the labor movement; and

Whereas, The wisdom, discretion and firmness displayed by him as International President of the United Mine Workers of America has secured higher wages and shorter hours for hundreds of thousands of coal miners, has improved the conditions in their homes and places of employment and has largely assisted in securing laws for the protection of children of tender years against employment in dangerous and unhealthy occupations; and **W**hereas, His incessant concentration of thought and the continuous application of his intelligence and energies in our interests has so seriously impaired his health as to compel him to retire from the presidency of our organization;

RESOLVED, By the delegates to the Nineteenth Annual Convention of the United Mine Workers of America **R**esolved, That we desire to extend to

our sincere sympathy in his long continued illness and express a hope for his speedy, complete and permanent recovery. **R**ESOLVED, That we appreciate, more than man can find words to express, the magnitude of his work and the brilliance of his achievements in behalf of the down-trodden and oppressed wage workers in every sphere of toil. **R**ESOLVED, That we unanimously regret that he has found it necessary, in order to regain his health, to sever his official relationship with our organization, and we hope and pray that his future may be crowned with health, happiness and success as a partial compensation for the sacrifices he has made for us.

RESOLVED, That the Secretary be instructed to have this preamble, and these resolutions properly engrossed and presented to President Mitchell in token of our love and esteem.

W. R. Farley, Chairman. D. H. Sullivan, James S. Clark, Hubert Gilman, Andrew Hantz,
 W. D. Ryan, Secretary, James Purcell, John M. Lemon, Edward Cunningham, Charles Fox.

Printed by
 International Socy. Creator

The accompanying photographic reproduction of a set of resolutions is one of the handsomest we have ever seen. Mr. Costello was paid \$750 for his work. This sum represents an amount equal to the average annual salary paid to the head of a family in this country.

(Instructions continued.)

I think it would be well for all following this course to write a copy of some few lines, paragraph or something, also make a set of ornamental capitals, and keep these for future reference. Improvement comes so gradually, that in order to know at all times just how you are progressing you should have these specimens to compare with your work through the course.

Materials—In ornamental writing the oblique holder is indispensable. It is peculiarly adapted to the short, smooth shade necessary in such work. The 604 E. F. Gillott's pen, for all practical purposes, is the best. I always use this pen and later on for a very fine line and heavy shade, the No. 1 Principality is the best.

The paper used should be of the best quality, with a smooth, hard surface, ruled $\frac{3}{8}$ in. to $\frac{1}{2}$ in. with very faint lines. I use paper manufactured by The Whiting Paper Company, Crane's paper, Parsons', Berkshire. Others are very much of the same quality, ranging in price from 16 cents to 18 cents per pound. Always use a blotter to allow the fingers to rest on, they glide very easily over this surface and it also serves to keep the paper clean.

Inks—Arnold's Japan Ink one-half, with Arnolds' Writing Fluid one-half, makes a fine ink, but needs considerable "doctoring" to keep it the proper consistency. India Ink diluted is also good, and for general practice work, economic fluid ink, such as Carter's and Sanford's, produce good results.

(Detailed instructions will be continued in October Journal.)

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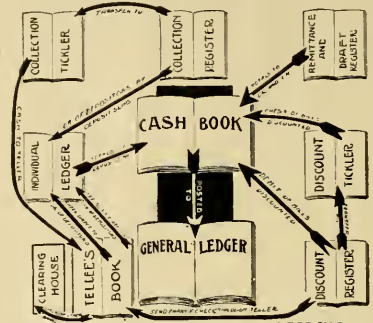
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Practical Bookkeeping and Accounting

The following is a reduced plate from Banking in Practical Bookkeeping and Accounting:

CHART OF THE BANK BOOKS.



$$\text{CASH BOOK} = \text{TELLERS' BALANCE} + \text{CLEARING-HOUSE CHECKS}$$

The purpose of this Chart is to show the relation of the different books to each other, and how the results from them flow to the Cash Book and reach their final destination in the General Ledger.

Every bank clerk, no matter what his position (about as valuable to others) should write up this Banking course. Just the thing for Night School. But to write up the whole course of Practical Bookkeeping and Accounting should increase one's earning power 50% to 100%. Write for full particulars. **Special discount to schools.**

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Students Own Page

Every student subscriber of The Journal is earnestly invited to contribute to this page. The best specimens received each month will be reproduced for the purpose of encouraging the students of writing generally.

That the work may show up to the best possible advantage, the following rules should be observed:

1. The writing should be done with jet black ink—fluid India Ink preferred. This can be purchased at any stationery store.
 2. Send not more than two lines.
 3. See that the lines are exactly eight inches in length.
- We hope to receive a nice lot of movement drills during September.


PINK WRAPPER

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to miss a single copy. This special wrapper (as well as publishing the date of expiration each month) is an additional cost to us; but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

CHANGE OF ADDRESS—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clubber or teacher who sent in your subscription, but write to this office direct.



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6. arrear arrear arrear arrear arrear a
7. 

The above specimens were written by the following students: 1. S. M. Schrist, student of C. A. Zarker, Pennsylvania Business College, Lancaster, Pa.; 2. Olive Sproule, student of S. O. Smith, Willis Business College, Ottawa, Ont.; 3. C. A. McCluggage, student of J. M. Latham, Gem City Business College, Quincy, Ill.; 4. Minnie

Stroh, student of E. S. Watson, Williamsport, Pa., Commercial College; 5. Viola Wagner, student of E. T. Overend, Pittsburg, Pa., Academy; 6. Nelson Williams, student of H. N. Stronach, Northwestern Business College, Spokane, Wash.; 7. N. P. Johnson, student of S. B. Norcross, Yankton, S. D., Business Institute

McKeesport Pa., June 29, 1908.
 Specimen of my business writing.
 Marie Harrison.
 And some Ornamental Livings.
 Marie Harrison.

The accompanying specimen comes from the pen of Miss Marie H. Harrison, McKeesport, Pa. It was written before she had reached her fifteenth birthday. Miss Harrison is a pupil of W. H. Wetzel, Supervisor of Writing. This specimen should interest all the young readers of our magazine.

STUDENTS' SPECIMENS

Specimens deserving honorable mention have been received from the following schools the past month:

Pennsylvania Business College, Lancaster, Pa.; C. A. Zarker, instructor.

Gem City Business College, Quincy, Ill.; J. M. Latham, instructor.

Pittsburg, Pa., Academy; E. T. Overend, instructor.

Drake College, Newark, N. J.; M. F. Bellows and J. H. Park, instructors.

Ad Astra Writing Class, McKeesport, Pa.; W. H. Wetzel, instructor.

Orange Union High School, Orange, Cal.; Alfred Higgins, instructor.

Williamsport, Pa., Commercial College; E. S. Watson, instructor.

Northwestern Business College, Spokane, Wash.; H. N. Stronach, instructor.

Connecticut Business College, Middletown, Conn.; E. J. Wilcox, instructor.

Gowling Business College, Ottawa, Ont.; J. D. McFadyen, instructor.

Los Angeles, Cal., Business College, E. A. Bock, instructor.

Ferris Institute, Big Rapids, Mich.; A. M. Wonnell, instructor.

London, Ont., Collegiate Institute; J. A. Buchanan, instructor.

Grammar School No. 2, Pottsville, Pa.; J. M. Schroppe, instructor.

Lima, Ohio, Business College, C. J. Gruenbaum, instructor.

Douglas Business College, Uniontown, Pa.; H. C. Joy, instructor.

Cambria Business College, Johnstown, Pa.; I. D. Beals, instructor.

Hefley School, Brooklyn, N. Y.; F. B. Hess, instructor.

Juniata College, Huntingdon, Pa.; H. F. Sanger, instructor.

Walter Toepfer, Toledo, Ohio.

M. Spencer

W. W. Burnett

L. Desrochers

ORNAMENTAL SIGNATURES, BY L. MADARASZ.

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What Is the Standard System in American Shorthand Practise?

The original documents of the official returns referred to in the paper "Shorthand in the Offices of the United States Government," read before the Eastern Commercial Teachers' Association by Mr. Fredric Irland, Official Reporter of Debates, United States House of Representatives, are open to inspection, at the office of the Phonographic Institute Company, Cincinnati, by all who may feel interested. These reports, duly signed by the chief clerks of the several departments of the United States Government, show that out of a total of 1579 shorthand clerks employed in the departmental offices 796 are writers of the Benn Pitman System. The proportionate use of other systems is shown as follows:

██████████	Graham, 242 writers, 15.3 %.	} Benn Pitman, 796 writers, 50.4 %.
██████████	Munson, 86 writers, 5.4 %.	
██████████	Isaac Pitman, 67 writers, 4.2 %.	
██████████	Gregg, 66 writers, 4.1 %.	
██████████	Cross, 45 writers, 2.8 %.	
██████████	Barnes, 25 writers, 1.5 %.	
██████████	Perrin, 25 writers, 1.5 %.	
	All others (totaling 14.8 %), less than 1 % each.	

This means that schools teaching the Benn Pitman system have, during the last five years, furnished *more than half* of the successful candidates that presented themselves in all parts of the country for the United States Civil Service Examinations as clerk stenographers.

A copy of Mr. Irland's paper, with table of statistics, will be mailed free to any school officer or teacher of shorthand upon request sent to

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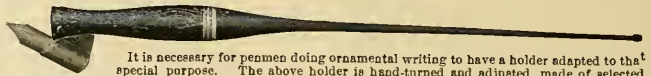
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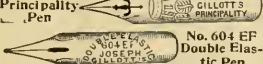
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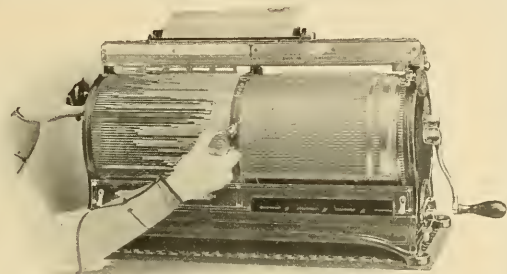
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PENMAN'S ART JOURNAL

VOL. 33

OCTOBER, 1908

No. 2

Columbia Commercial College, Saint Louis, Mo.

Mr. Horace G. Hayley: I have just received the September number of the Penman's Art Journal and I want to congratulate you on the splendid start you have made for the year 1908-09. The front cover page is exceptionally fine, as are also the readings throughout the magazine. The lessons on Business Writing by Mills and Hayley, on Engravers' Script by Mr. Martin, on Flourishing by Mr. Moore, and on Ornamental Writing by Mr. Hoffmann promise rich mines of inspiration to those who are interested in these lines.

May this year be the most useful and prosperous that the Journal has ever had.

Sincerely yours,
Henry D. Geshert.



NE month of the school year is already gone and the start has been made. Well begun is half done in most schools—the most difficult task of the season is already accomplished. Running a school is very much like the management of a machine, it takes an expert to set it up and make it run smoothly from the start, but when the parts are all properly adjusted it can be kept in motion by any one of good intelligence and proper devotion to his work. The organization of a business school in the Fall is especially trying, for whereas the commercial department of the high school takes its pupils from the other grades without any break in their attendance, into the business school, especially the school in a smaller town, is poured a stream of young men and women, fine young fellows, energetic young women, but most of them out of touch with the school life.

In the case of the young men, many of them have been out of school for from one to five or ten years, in the

shop, store or on the farm, and their minds have not been moving in the educational groove. They have to adapt themselves to the new environment, and this adaptation, with the best intentions in the world, is not the work of a moment. The young women may have been helping at home, or, more probably, teaching school, and the change from teacher to pupil is likely to result in just a trace of friction.

But is there anything more inspiring to the teacher than to look out over a room full of these young men and women, every one in deadly earnest and determined to make the most of his or her opportunities! The teacher in the business school in the city has the advantage, to be sure, in securing material fresh from the public schools, but many of them are immature and incapable of grasping the real purpose of life, even if disposed to do so, while others are there because they are sent and not because they are filled with a desire to master such studies as will enable them to be of service in the business world. The material from the country and village may be raw, but the quality is

The Penman's Art Journal

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TWO EDITIONS.

THE JOURNAL is published monthly in two editions.

THE PENMAN'S ART JOURNAL, 32 pages, subscription price 75 cents a year, 8 cents a number.

THE PENMAN'S ART JOURNAL, News Edition. This is the regular edition with a special supplement devoted to News, Miscellany, and some special public-school features. Subscription price \$1.00 a year, 10 cents a number.

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Regular Edition—75 cents a year. In Clubs of more than three, 60 cents each.

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After having sent in enough subscriptions to entitle the club sender to the minimum rate, as specified above, additional subscriptions in any number will be accepted at the same rate throughout the school year.

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ADVERTISING RATES.

\$3.00 an inch. Special rate on "Want" ads. as explained on those pages. No general ad. taken for less than \$2.00.

CHANGE OF ADDRESS.

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

there, and underneath is that determination which makes success not a matter of doubt, but only a question of time.

The young man who has been hard at work on the farm or in the shop earning the money to carry him through his year at the business school is not there because someone has sent him. He sees in the business school an opening from the narrow life he has been leading to broader fields of usefulness. The young woman who has taught in the rural schools at thirty dollars a month for eight months in the year, paying her board out of that amount, sees ahead of her a position of responsibility in some business office. Is it, then, any wonder that the teacher feels the spirit of the occasion and makes common cause with his pupils in the fight for knowledge?

Reports from all over the country indicate that we were not mistaken in our prediction last month that the opening of the school year would show a good condition of affairs. Since school opened we have received reports from schools in all parts of the country indicating that the opening attendance is fully up to the average. Whatever temporary depression there may be in some lines of business, the young men and women of the country appreciate that it will not last long and are improving the opportunity to fit themselves for the unusual demand for trained assistants, which is certain to come within a few months at the most.

It is a noticeable fact that after every period of doubtful business conditions, such as that through which we have just



B. M. WORTHINGTON.

The man behind the Worthington Ink Co., Chicago, Ill. Fifteen years of a series of "Men Behind Great Business Enterprises Closely Associated with Commercial School Interests."

passed, there are unusually strong calls for bright young men and women, and there is not the slightest reason for believing that the present occasion will be any exception to the general rule. Business school men fully appreciate the fact that no financial disturbance in this country can produce more than a temporary lull in the activities of the country, and wisely hold that the best time for them to prepare young people for positions in the business world is just before the dawning of a new era of prosperity. The business school men of the country seem generally to have grasped the full significance of the situation and are anticipating the clear business skies which are sure to smile down upon us within a few months at the most.

PINK WRAPPER

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to miss a single copy. This special wrapper (as well as publishing the date of expiration each month) is an additional cost to us; but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

CHANGE OF ADDRESS—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clubber or teacher who sent in your subscription, but write to this office direct.

"Allow me to congratulate you upon the appearance of the initial lesson in Business Writing in the September issue. It is the best introductory lesson I ever saw in any penmanship journal."—H. W. Flickinger, Philadelphia, Pa.

"The September issue is just received, and gives promise of a most helpful year to the student of business writing. The picture, 'Mr. Mills at His Work,' is the most inspirational thing I have seen, and teaches the lesson of position in a way that cannot be ignored or forgotten."—Chas. E. Benton, New Bedford, Mass.

Lessons in Business Writing

FOR BEGINNING PEOPLE

BY *Edward C. Mills & Horace G. Healey*

LESSONS IN FREE-ARM MOVEMENT WRITING.



THIS course of lessons is the result of the combined efforts of Edward C. Mills, the noted Script Writer, and Horace G. Healey, the Editor of The Journal. Every feature has been tested in the crucible of the class room, and nothing but the pure metal remains. We promise the highest possible improvement to all who conscientiously follow the course. It is expected that pupils will do at least one hundred pages of practise work each month. Certificates will be granted to all who meet the necessary requirements.

MATERIALS.

PAPER—Use a good quality of paper, eight by ten and a half inches in size. Whenever the time can be had to do so, the paper should be ruled into quarters, as shown in the lessons. The quarters may be indicated by check marks, making the middle check mark first. A little time can be profitably spent in eye-training of this nature. Have at least two blank sheets under the one on which the writing is being done.

PENS—For business Writing use a business pen. Any of the following will give very satisfactory results: Esterbrook, Business and College, No. 453; Hunt, University, No. 59; Gillott's Magnum Quill, No. 601 F; Spencerian, Commercial, No. 3. Use a new pen at every lesson.

INK—Use a blue black fluid ink, the darker the better.

AMOUNT OF WORK TO BE DONE.

From one to five pages of each lesson should be written, whether it consists of a Letter, a Word or a Sentence. All Product Work should be filed away for grading and comparison.

MONTHLY SPECIMENS.

At the beginning of the course, and on the first Monday in each month, each student should prepare two specimens of writing, one to hand to the teacher, the other to be retained by the pupil himself. These specimens should be worded as follows:

This is a specimen of my best penmanship. Date.

Nine men went mining in a mine.

A set of capitals written in two lines.

Signature of the writer.

FREE CERTIFICATE.

A Free Certificate will be awarded to one pupil in each school who, in the judgment of the teacher, has made the greatest improvement. These Certificates are to be awarded March 1, 1900.

FORM.

Form is taught concurrently with Position and Movement. The type form of the Letter is used as the basis. This is done that learners may see the resemblance existing between the two forms in Shape and Proportion.

SPEED.

That the desired quality of line may be obtained, it is very necessary to make the exercises at the rate of speed indicated. High speed should not be attempted at first, but should be a resultant acquirement.

PRACTICE WITH DRY PEN.

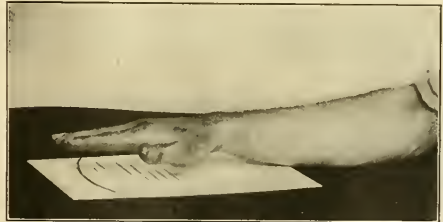
With a dry pen go over the outline very carefully of each letter. Repeat this fifty times. It will accustom the muscles and nerves to the Letter Track. Each letter has a little track of its own, and the muscles must be accustomed to making the trip. These tracks are very narrow.

HOW TO PRACTISE.

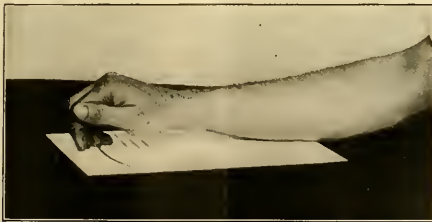
Assume and maintain a correct position at the desk. Take paper and check off into Quarters. Practise dividing these Quarters into Eighths. This will be necessary in order to have a definite guide as to proper direction for the down strokes. Then "STOP, LOOK AND STUDY." Do not plunge ahead blindly and trust to luck—letting your hand do your seeing and thinking. The eyes are to see the letters, the head to understand them, and the hand to make them. Read the brief instructions carefully. Be sure that you understand them. The first line shows the make-up of the letter; the second, how to practise it. You should devote at least one-third of your practise time to the first line, and two-thirds to the second line. Always count, either aloud or to yourself, while practising. Later on in the course it will be possible for you to keep the count and not move your lips.



No. 1.



No. 2.



No. 3.

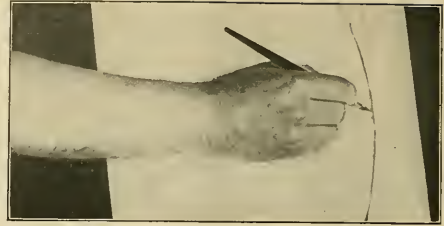


No. 4.

Cuts 1, 2, 3, 4 show the position of the hand in the various physical training drills which constitute a very important part of proper hand and arm training. During the first few months of practice much time should be devoted to this kind of work—the pupil letting his penholder lie upon the desk, devoting all of his attention to the muscles of the arm.

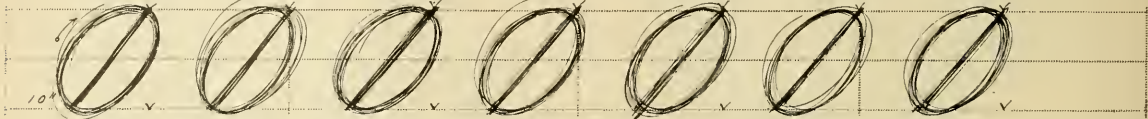


No. 5.



No. 6.

Plates 5 and 6 show how the pen should be held in the hand. Notice how the fingers all re-enforce one another, how the wrist is raised from the paper—the hand glides on the ends of the nails of the third and fourth fingers. Turn the page sidewise when studying cut 6. Notice how the top of the penholder points over the right shoulder just as a person would hold a gun.



In our previous lesson all the exercises and letters were based upon what is called the Direct Movement Drill—that is, the drill in which the pen moves under the right side of the oval—contrary to the directions of the hands of the clock—on its first upstroke. Among penmen this is known as the Right Curve. This is the easiest and most natural way to make the oval or circle. The acquired or artistic way to make the circle is to go from the left side like the hands of the clock on the first upstroke. This is known as the Left Curve. Ask the artist or mathematical draughtsman to draw a circle for you, and he will always make it in this way—by going from the left side—while the average person would draw it as he would an O. The ten lines which make up this month's lesson are derived from ovals which begin with this indirect motion.

Be very careful in dividing the paper into quarters to see that it is done accurately. Use large check marks for the quarters and small ones for the eighths. The direction of the straight line is shown by making the stroke from the middle of the top line to the lower left-hand corner.

One hundred pages should be written this month—five pages on each copy. To excel it will be necessary to write even more than this; but the student who is carrying a full course in any school will not have time to do much more than the five pages. Do not permit a large amount of practice work to take the place of thoughtful study.

It is necessary that one copy be completed before another is taken up.

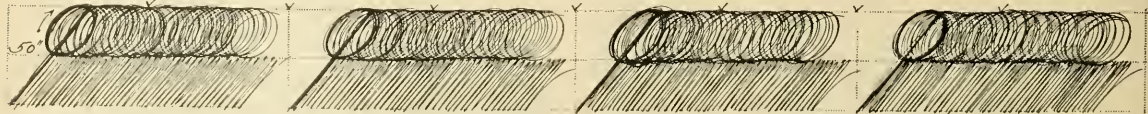
Copy 1—Capitals—First Degree Movement Drill. Divide the line into quarters by using check marks, then sub-divide these quarters into eighths. Draw a line from the first check mark to the middle of the bottom line, then make a straight line exercise going up and down ten times. Around these straight lines throw ovals going in the same direction as the hands of a clock. Always finish going up. Proceed with the next in the same way, making eight ovals to the line.



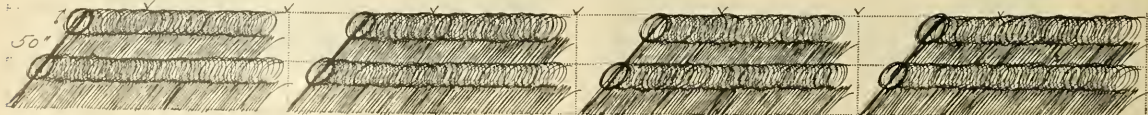
Copy 2—Divide into quarters as before and make the indirect oval going around ten times. Three ovals to the quarter.



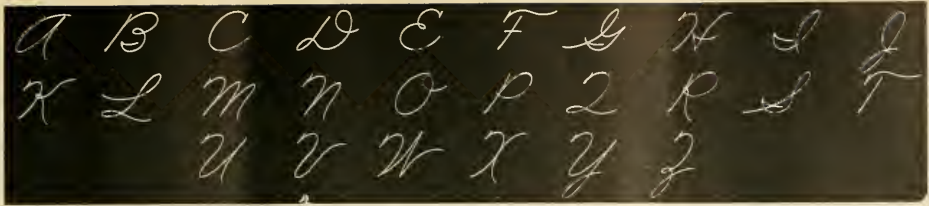
Copy 3—Make the straight line exercise going up and down ten times, and then an indirect oval ten times in order to balance the hand. Then let the hand gradually move across the paper forty or fifty revolutions for the entire exercise. Move to the next quarter, and proceed as before. Three down strokes per second.



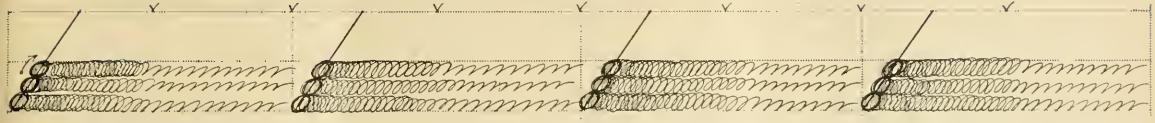
Copy 4—Second Degree—Capitals. Make the guide line or post and then execute the drill, as in the First Degree, but only one ruled-space high. Fifty down strokes to each quarter. Three down strokes per second.



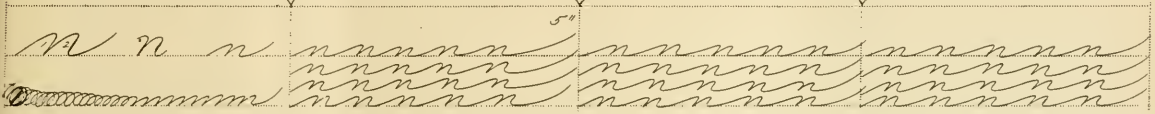
Copy 5—Third Degree. Make the guide line or post as before, but make the compact oval and straight line exercise one-half space high. Fifty down strokes to the quarter. Three down strokes per second.



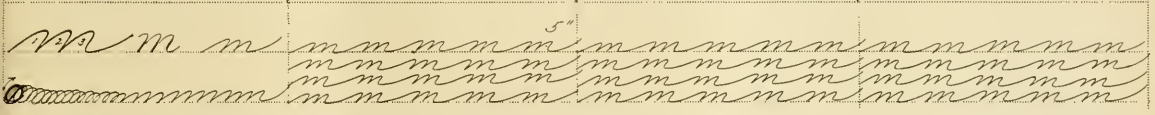
STANDARD BUSINESS CAPITALS—AS PLAIN AS PRINT.



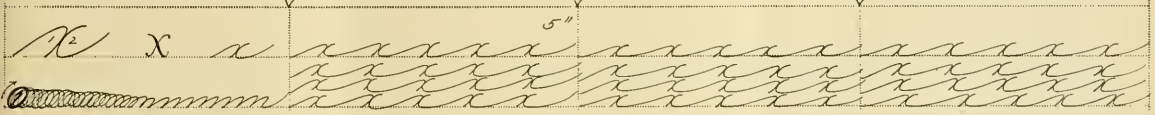
Copy 6—Fourth Degree Oval. Notice how the guiding line is found. It is obtained in all these exercises by drawing a line from the middle of the top line to the lower left-hand corner. Always begin with the traced oval and then gradually let the hand move across the paper. These drills bring the movement down to the scope of the small letters, which we will now proceed to study.



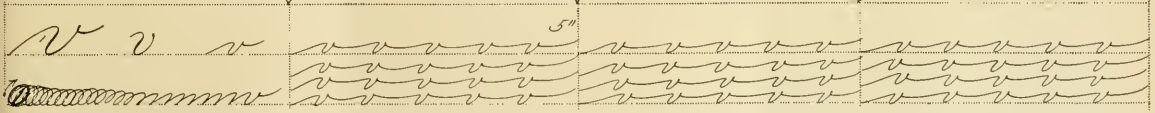
Copy 7—*n*. The method of procedure in learning these letters is first to notice the resemblance existing between the script form of the letter and the printed form. One form is made to show the lines and spaces which make it. The count is also indicated. Following the Grandfather Letter is shown the type form and then the small script form. In the succeeding quarters five letters are joined in a group. The Grandfather Letter, as well as the printed type, should be drawn very slowly. This is to aid in obtaining a correct idea of the shape of the letter. When the letter form has been mastered from the first line, then proceed to practice as shown in the second line. This plan applies to all the letters. Each letter is preceded by an appropriate movement drill. Three groups of each letter are placed in one space, making nine groups to the line. It is better to place but one movement drill in a quarter. For the *n* count one, two, and make ninety per minute.



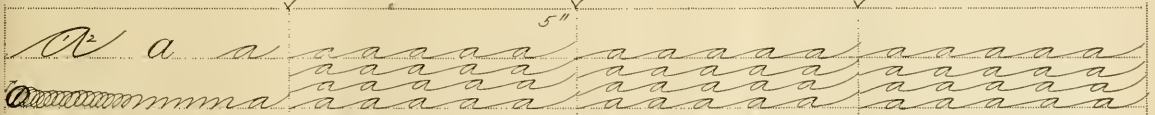
Copy 8—*m*. This letter is to be practiced as indicated in the preceding paragraphs. Count one, two, three, and make sixty per minute.



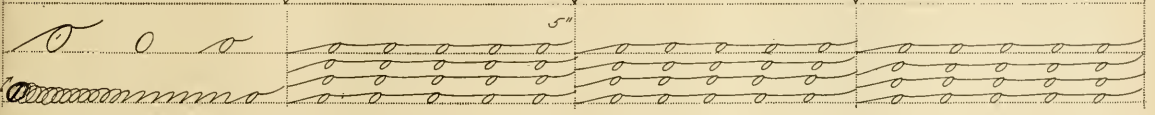
Copy 9—*x*. This is a very peculiar letter. It is not used very frequently, for we use one hundred *e*'s to an *x*. The first part resembles the beginning of the *n*, the latter part is like the *c*. Count one, two, and make ninety per minute.



Copy 10—*v*. This letter resembles the last part of an *n*, but it has a little finishing stroke which extends to the right from the upstroke. Be careful to keep this finishing stroke quite straight. This is shown in the smaller form of the letter. Count one for each letter, and make one hundred and fifty per minute.



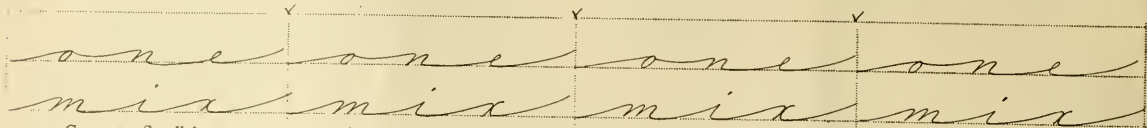
Copy 11—*a*. The script form of this letter is almost identical with the printed form. Care should be taken to not retrace any lines too far. Count one two, for each letter, and make ninety per minute.



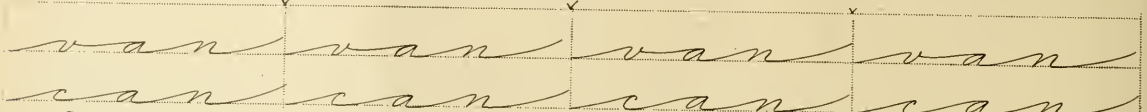
Copy 12—*o*. Make the *o* quite full and round. The script form of the letter and the printed form are identical. Remember, it is not an *o* if it is left 'open at the top. Count one for each, and make one hundred and fifty per minute.



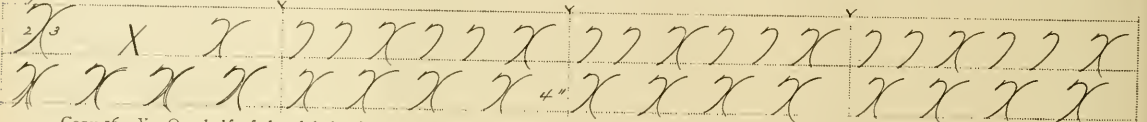
Copy 13—c. Here we have a difficult letter. It begins like the *n* and then goes around back like the *o*. This is shown in the dotted form. The characteristic of this letter is the dot in front. This should come almost half way down to the line. Count one for each letter and make one hundred and fifty per minute.



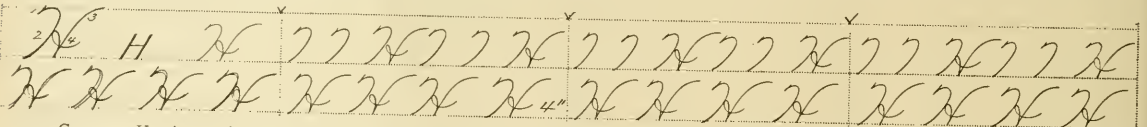
Copy 14—Small letters are never written alone. They are always joined. We have in this copy words using some of the letters which have been taught in these preceding lessons. Practice each word separately, writing it in a column, thirty words per minute.



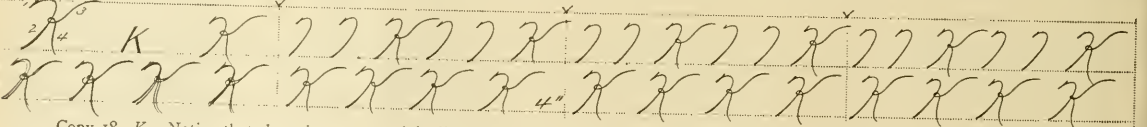
Copy 15—Practice this copy just as you did 14. The entire page should be made up of one word. Do not write too rapidly at first.



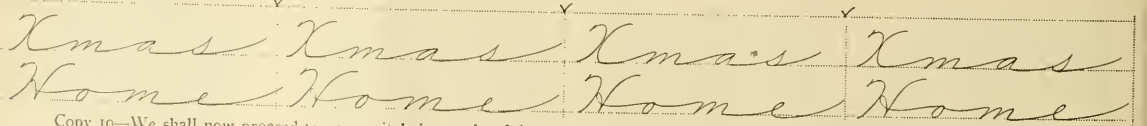
Copy 16—X. One-half of the alphabet is made from the indirect oval. Three capitals are made up of two separate parts wherein it is necessary to lift the pen. The first one of these letters to be presented is the X. In practicing line one, second quarter, count as follows: one, two, one, two, for the beginning of the stroke, and then one, two, three for the completed letter. Devote one half of your time to practice on the first line and the other half to practice on the second line. Make sixty per minute.



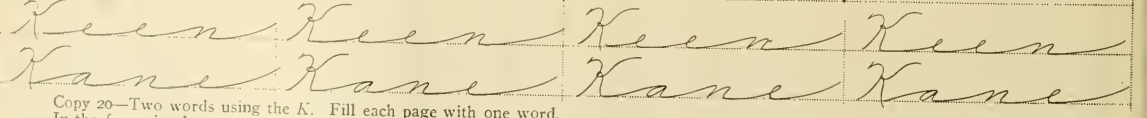
Copy 17—H. A very important and useful letter is the eighth one in the alphabet. In line one, count one, two, one, two, for the preliminary stem, and one, two, three, four for the completed letter. Devote one half of your time to the first line, and the other half to the second line. Make forty-five per minute.



Copy 18—K. Notice that there is not a straight line in this letter, that the second part looks like a rope thrown around the first, and that its finishing part extends through the base-line a very little ways. Count one, two, one, two for the preliminary stem, one, two, three, four for the finished letter. Practice as in the preceding capitals. Speed, forty-five per minute.



Copy 19—We shall now proceed to use capitals in words of four letters each, each word filling a quarter. Write them in columns.



Copy 20—Two words using the K. Fill each page with one word. In the foregoing lesson you have one plate for each school day during the month of October. Remember that it is not the passing of time that will give you an education and that will bring you skill in penmanship. It is hard work, lots of it, conscientiously done.



BY STELLA MARIE SMITH.

Study the Warp and Woof of the Fabric of Your Life, if you would succeed in life.

"Laziness travels so slowly that poverty soon overtakes him"

Laziness is one of the great causes of failure in every department of life. From the kitchen to the parlor; from the school room to one's chosen vocation; from early infancy to old age, it requires eternal vigilance to choke and kill the Lazy Habit.

Each reader of these lines, I will venture, is saying: "This lesson is not for me, but it will just suit Sally Jones."

Do not deceive yourself. Read on. Sit still; close your eyes and turn the search light inward. Go back to your earliest childhood; think of your surroundings then. Who were your parents and associates? What sort of dispositions had they? Were they truthful? Were they temperate? What was their treatment of you? How did their treatment affect your thought and actions?

Come up along the line of years and review your whole life. Keep that life as one picture, clearly, before you. Contemplate it impersonally, dispassionately, as an outsider might, whose interest is merely that of one gathering information for the writing of a nation's history.

Sit quietly; contemplate this picture, and you will see the events, one by one, gradually emerge from the shadowy past, range themselves in their proper order, and at last you will have before you a clear-cut picture, a tapestry portraying all the high lights and deep shadows which have made up your life's experience.

Now, take up, thread by thread, stitch by stitch, the warp and woof of the picture. Do not sit and cry over the sorrows and hardships you find there; do not wander off into dreamland and live over again the romances that are past; do not despair over what "might have been;" do not let your heart bleed with remorse; do not allow bitterness to blind you to the value of the wrongs that others have done you.

This is a busy age—you cannot so waste your time. Instead, put yourself in the attitude of the surgeon who studies his subject in order that he may help. He makes the incision in the smooth white skin with firm nerve, and steady gaze, intent only upon removing whatever he may find there that would impair his patient's future health.

In this way only can you improve yourself.

Study from books is good, the example of others is good; effort is good; but, without knowing the warp and woof of your life's fabric you cannot reach the highest point of your natural capacity. For, not knowing this fabric, thread by thread, and stitch by stitch, you cannot to-day fully appreciate the influences which have made you what you are. You

cannot positively know those characteristics, peculiar to yourself, which may prove the greatest stumbling blocks on the road to success. Nor will you be able to recognize and make use of those qualities within you, which, if cultivated, would make you superior (after weeding out the imperfections), to other beings.

We all feel sure that every human being is divine, but the divinity within you is surrounded and overshadowed by the weeds sown there constantly since your infancy. Your father, your mother, every human being who has come upon your horizon, has the same weeds enshrouding his or her divinity, and as they pass you, the pollen is wafted from one to the other, and the weeds grow more rank.

We are all divine, and each individual might shine in the world as the stars do in the firmament would each pluck out the weeds that hide his divinity.

But in order to find the weeds you must examine with infinite patience and scrupulous care, the warp and the woof of the fabric called your Life.

The lazy person will not go to this trouble, and the coward is afraid to. But you, who are to tread the paths that I have trod, are not a coward, and if you are lazy you do not know it. You will sit down and study this fabric, as I have asked you to do. After spending, daily, a half hour in this contemplation, you will be so familiar, when you read my messages monthly, with the warp and woof of your fabric, that when I say "Look for such or such a stitch," if it be there, you will instantly find it. Then, together, we shall follow the thread.

We cannot destroy the fabric already woven, but we can change the color of the threads and diminish their number as the weaving goes on.

I shall try to take up those stitches and threads which may prove a hindrance to your progress in the business world. One stitch at a time is all I think I can cover each month.

Now, sit right down, plan your time so that you may be able to set aside one half-hour of each day—early in the morning or at night—when you can shut yourself away from all outside influences and contemplate this Fabric of your Life—from your earliest memories to the present. See where your first lie is woven in, and why you told it. Find the stitches of maternal or paternal discipline and their effects. Who were your childhood friends? What did you talk about? How did you pass your time? Did you go to church? to school? to the factory? Did you work in the fields, or in the city? What did you learn? What did you there?

Find these stitches and follow them through the Fabric—see what figures they have wrought there.

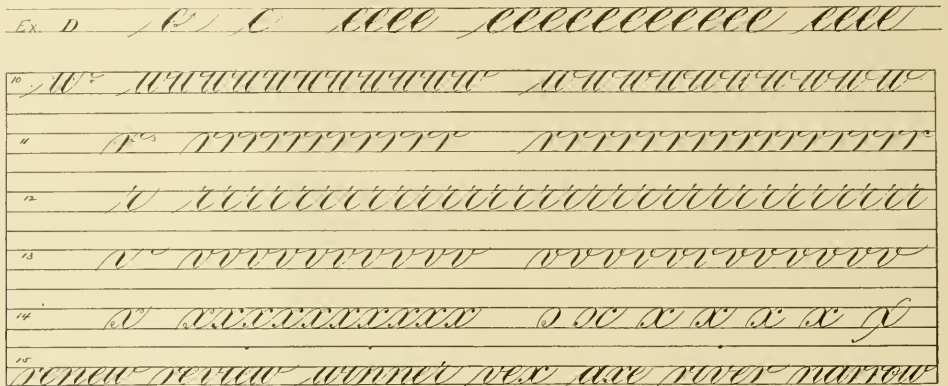
Practice this contemplation and search, daily, and next month we shall be able to work together.



Exercise D. The body of small *e* is made with one stroke as shown in principle marked with arrow head. Cut the shade on the left of the letter, having the right downward stroke nearly straight.

Exercise 10. The first part of the *w* is exactly the same

In Exercise 12 you have the modified *r*. The introductory stroke extends a little above the head line. The hair-line across the top rests on the head line, and should be about one-half space in length. The shaded stroke is the same as that of the *e* and *c*.



as the *u*. It can be finished with a loop or dot, whichever you prefer. Do not make dot too heavy and the shade on the loop too heavy.

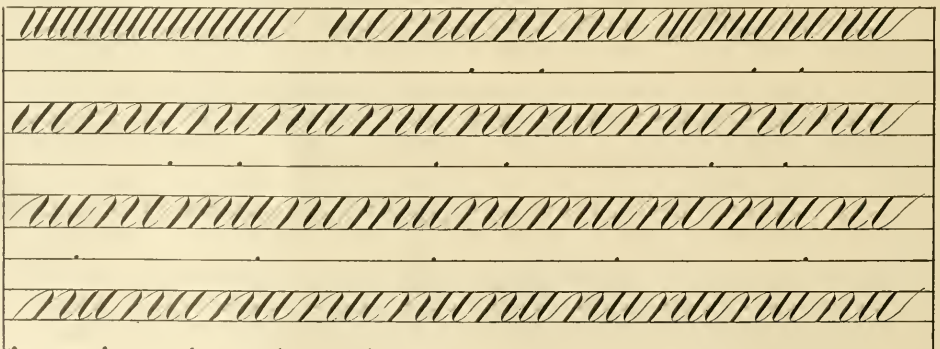
In Exercise 11 we take up the first part of the standard *r*. It is exactly the same as the first part of *n* and *m*. Lift pen at the top of the hair-line stroke, retrace with shaded stroke; terminating stroke and shaded stroke can be made together without lifting pen.

Exercise 13 is given again for practice.

Exercise 14. The first part of the *x* is exactly the same as the *v*; the dots added to hairlines should not touch the base nor top lines. The second style given is made from two small *c*'s; the first one is inverted, as you can see.

Exercise 15 is given for a review.

Practise from the copies in the third plate, observing that some of the work is open, while other exercises are very compact.



THE YOUNG MAN'S PAGE

BY THE EDITOR

QUALITY NOT QUANTITY



ONE of the beneficial effects of education is to broaden the mind and enable it to grasp greater problems: in fact, the knowledge actually learned in any school beyond the basic three Rs, without which the individual doesn't rise much above those members of the animal kingdom which amble along on four legs, is not one-half so valuable to the pupil as the habit of thought which one acquires in the course of his merely incidental mastery of certain subjects which in all probability he will never have occasion to put into practical use. And one of the things which must be learned by the pupil if he is to make the most of life is that cheapness does not depend on what we pay, but on what we get for what we pay.

This may be applied practically or otherwise. We may pay too much in cash for a worthless article or we may pay too much in experience for information that ought to have come more cheaply. If we loan a mere acquaintance a sum of money and he neglects to repay it we may be getting at a small cost knowledge of human nature which will some day prevent our playing into the hands of the rascal who would relieve us of sums a hundred or a thousand times greater. If we trust some one with our good name in a small matter and find that person faithless we may get very cheaply, although it cause us hours of mental discomfort, experience which will prevent our making the same mistake in a matter of moment which would involve the labors of a lifetime.

In no instance should there be greater care exercised in discriminating between what is cheap for the price or would be dear at any cost than in investment made in an education. One education is all most people can afford time for, and no one wants an inferior article at any price. If the young person in search of a business education is satisfied that he can secure just as good instruction for seven or

eight dollars a month as for fifteen he would be foolish to pay the higher price, but if this difference in cost means the difference between no position on completing the course and profitable employment, or if it means the difference between five and ten dollars a week upon graduation, even if it means only the difference between fitness for promotion and unfitness for broader work though there may be no difference in beginning salary, the pupil could not afford to accept the poorer quality if it were offered him for nothing.

A suit of clothes may be purchased for \$4.98 or for five times that sum. If the lower price is paid the purchaser may be sure that the garments are made of shoddy material, that they will never look well and will soon give out; the purchaser of the more expensive suit, if he has spent his money wisely, has something that will give him long service, keep its shape, stand cleaning and be worth in the long run more than five times the price asked for the cheaper clothes. On the East Side milk may be bought as low as three cents a quart, while for the highest grade of the same article one must pay eight cents a quart; yet when the water is taken from the three-cent milk and the liability to disease from its use figured on it will be found that even ten cents a quart is a low price to pay for the better quality.

The untrained mind finds difficulty in grasping the difference between quantity and quality, and were it not for this unfortunate habit of mind fakes and fakers would soon disappear from the surface of the earth. The first step is to grasp the full significance of the statement that cheapness does not depend on what we pay, but on what we get for what we pay, and the second is to learn to discriminate between the meritorious and the worthless. In nothing can it be said with more assurance that the best is the cheapest than in education of any kind, for what we put inside our heads is always of more importance than what we put on the outside of our bodies.

New York \$1.00 Received from

One Dollar in full, for one year's subscription to the Professional Edition of the Penman's Art Journal.

THE PENMEN'S EXCHANGE

EDITOR'S SCRAP BOOK



S. HEWEN, of the Massey Business College, Jacksonville, Fla., one of the veterans of our profession, certainly retains his nerve remarkably well. He can get out a business letter that will pass muster among the best.

F. A. Glenn, of the Tyler, Texas, Commercial College, swings a very graceful ornamental quill, which fact we note from a signature to a recent letter received from that school.

The Journal acknowledges receipt of some ornamental signatures executed by A. J. Williard, of Middletown, Va., which show that Mr. Williard is an artist in this line of work.

Ben Kupferman, the card writer and pen artist of Roxbury, Mass., favors us with a reproduction of a resolution he recently completed. The work is of a high grade, and does credit to Mr. Kupferman.

Fred Lafontaine, of Bristol, R. I., gets out some very neat and attractive cards. He has sent us quite a variety, and we are going to give them a conspicuous place in our Scrap Book.

Merritt Davis, the penman of the Capital Business College, Salem, Ore., improves right along in his ornamental pen work. He is to be congratulated on the appearance of the cards he enclosed in a recent letter.

S. E. Leslie, of Eastman College, Poughkeepsie, N. Y., gets out a card that is a delight to the eye. Mr. Leslie's ornamental writing takes just as high rank as his business writing.

We are in receipt of a packet of business writing from Charles F. Zulauf, of Scranton, Pa., which certainly has the touch of the master.

J. G. Christ, of Lock Haven, Pa., continues to contribute to the Scrap Book specimens of his ornamental work that give evidence of his skill in this line.

F. B. Adams, of Peoria, Ill., sends The Journal this month some excellently written cards with white ink on a black stock. They show up very well.

From F. D. Turner, of Florence, Colo., a former student of W. C. Schuppel, we have received some nicely written specimens. Mr. Turner is making good progress in his business writing.

Well-written superscriptions in both the ornamental and business styles continue to come in. This month they come from S. G. Broadwater, Nebraska City, Neb.; J. G. Christ, Lock Haven, Pa.; P. W. Costello, Scranton, Pa.; R. W. Balentine, Albany, N. Y.; H. N. Stronach, Spokane, Wash.; H. A. Grant, Schenectady, N. Y.; D. H. Farley, Trenton, N. J.; M. E. Bennett, Pittsburg, Pa.; J. W. Washington, Boston, Mass.; I. S. Preston, Stapleton, S. I.; J. C. Barber, Providence, R. I.; C. A. Zarker, Lancaster, Pa.; Merritt Davis, Salem, Ore.; W. S. Scanlon, Des Moines, Ia.; S. E. Leslie, Poughkeepsie, N. Y.; E. A. Lupfer, Columbus, Ohio; E. S. Hewen, Jacksonville, Fla.; A. J. Williard, Middletown, Va.; J. J. Bailey, Toronto, Ont.; F. W. Martin, Boston, Mass.;

R. J. Bennett, Detroit, Mich.; William B. Wahlin, San Francisco, Cal.; O. J. Hanson, Grand Forks, N. D.; L. C. McCann, Mahanoy City, Pa.; W. W. Bennett, Minneapolis, Minn.; H. L. Darner, Columbus, Ohio; W. J. Elliott, Toronto, Ont.; T. J. Atwood, Houston, Texas; Ben Kupferman, Roxbury, Mass.; Fred Lafontaine, Bristol, R. I.; W. H. Patrick, York, Pa.; A. W. Dakin, Syracuse, N. Y.; H. McKay, Sioux Falls, S. D.; S. C. Bedinger, Sedalia, Mo.; A. E. Cole, Redlands, Cal.; F. J. Weaver, Arkansas City, Kan.; Henry Carmean, Ogden, Utah; E. E. Kent, Springfield, Mass.; H. C. Spencer, Boston, Mass.

SIGNATURES BY S. E. LESLIE, POUGHKEEPSIE, N. Y.

BY H. L. DARNER, COLUMBUS, OHIO.



THE NEWS EDITION OF THE JOURNAL costs \$1 a year. We hope to make it worth at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low clubbing rates for the regular edition think well enough of The Journal to enroll their own names on the Professional List, at \$1 a year.

RECENT JOURNAL VISITORS

P. W. Costello, Engraving Artist, Scranton, Pa.
 Fred Lafontaine, Bristol, R. I.
 G. De Felice, Kinsley-De Felice Studio, New York.
 Fred S. Field, Flushing, N. Y.
 Reed Carradine, New York.
 W. E. Dennis, Designer and Engrosser, Brooklyn, N. Y.
 A. C. Doering, Wood's School, New York City.
 E. A. Newcomer, New Jersey Business College, Newark, N. J.
 R. S. Cunningham, Bridgeport, Conn.
 W. E. Coleman, Sacramento, Cal.
 F. B. Hess, Heffley School, Brooklyn, N. Y.
 D. H. Farley, Trenton, N. J.
 Mr. and Mrs. H. W. McLeod, Cedar Rapids, Ia.
 C. C. Hughes, Newark, N. J.
 J. C. Allen, Eagan School of Business, Hackensack, N. J.
 F. P. Baltz, High School of Commerce, New York.
 Earl A. Rishor, Bridgeport, Conn.
 John J. Conway, Newburgh, N. Y.
 W. L. Cochran, Wood's School, New York.

NEWS NOTES

Miss Annetta M. Page has been chosen as head of the shorthand department of the Parsons, Kan., Business College.
 W. H. Patten, of Shenandoah, Iowa, goes to the Merrill Business College, Stamford, Conn., as head of the commercial department.
 Oscar Sarsfield is a recent addition to the staff of the School of Commerce of Highland Park College, Des Moines, Ia.
 Charles A. Ehlers, of West Alexandria, Ohio, is now with the Tri-State Business College, Cumberland, Md.
 Miss Anna L. Dobson, who graduated from Eastman Business College last year, is in charge of the commercial department of the Reidsville, N. C., High School.
 Miss Florence I. Powers is teaching shorthand in the Stratford, Conn., High School.
 Miss Nettie C. Gilmore, who finished a course in the Gregg School, Chicago, last year, is teaching in Thompson's Commercial College, Minneapolis.
 C. E. Dwight, Abilene, Kan., is in charge of the shorthand work of the Tri-State Business College, Cumberland, Md.
 E. V. Graves, Chillicothe, Mo., is teaching commercial branches in the St. Louis, Mo., Business College.
 C. A. Rohertson, last year with the Massachusetts College of Commerce, is now in charge of the commercial department of the MacCormac School, Chicago.
 F. X. Delechanty, of Philadelphia, follows R. V. Snyder

in the Mahanoy City, Pa., High School, where he is in charge of the commercial department. Mr. Snyder goes to the Nutley, N. J., High School for similar work.

A. C. Doering is a new teacher in Wood's New York School, Fifth avenue and One Hundred and Twenty-fifth street.

Miss Lorena Lane will have the shorthand department of the Sheldon, Iowa, Business College this year.

William Pugh, formerly with the Wisconsin Business College, Fond du Lac, Wis., has charge of the commercial department of the Schissler School of Business, Norristown, Pa.

L. A. Newton is at the head of the commercial department of the New Britain, Conn., Commercial College.

E. D. Pennell, formerly with the Adrian, Mich., College, is now in the Minnesota School of Business, Minneapolis.

Miss Mary Bingham is the new commercial teacher in the North Tonawanda, N. Y., High School.

C. A. Reid, of Dallas, Texas, goes to the Gainesville, Texas, Business College as commercial teacher.

F. N. Fazel, of Osceola, Iowa, is a new assistant in the School of Commerce of the Dakota Wesleyan University, Mitchell, S. Dak.

W. J. Goggin, of Gardner, Mass., recent graduate of Tufts College, and also a Fitchburg Business College graduate, has taken a position as assistant commercial teacher in the Cambridge, Mass., Commercial College.

H. B. Cole has resumed his duties as principal of the commercial department in the Quincy, Mass., High School.

LIFE OF SIR ISAAC PITMAN

Not only writers of Isaac Pitman shorthand, but all who practice phonography will be interested in the story of the career of Sir Isaac Pitman, which is now being placed on the market by Issac Pitman & Sons, of 31 Union Square, New York. To the shorthand enthusiast, whether teacher or amanuensis, nothing could be more absorbing than the story of the life and work of the inventor of phonography and the circumstances under which the art was developed and brought to its present perfected state. No pains have been spared to tell the story of the system completely and thoroughly in association with the everyday life of its originator. The work will be ready about October 25, and will contain about 400 pages. The price, in cloth, gilt, will be \$2.00. Purchasers who send their orders direct to the publishers on or before October 25 will be presented, free, with a high-class reproduction of the memorial portrait of Sir Isaac Pitman, which has recently been accepted by the Trustees of the National Portrait Gallery, London. The size of the portrait, mounted, is 17 1/2 x 23 1/2 inches, and will be sent by mail in strong cardboard tube.

SCHOOL OWNERS AND MANAGERS

By E. H. Norman

"PEACE ON EARTH, GOOD WILL TOWARD MEN"

The Commercial School Man as a Citizen



EDUCATORS generally owe much of whatever success they may have in their work to their standing in the community as citizens. No Board of Education would knowingly install as principal in the high school a man who did not possess, aside from his educational qualifications, moderately high standards of morality and citizenship generally, and, while the commercial school is a combination of business and educational enterprise, it is coming more and more to be recognized that in order to be truly successful the business school proprietor must be such a man as to command the respect of the community as a citizen.

This principle is not, however, by any means a new one. One of the earliest and most prominent figures in business education was an equally prominent man in the affairs of the city in which he lived. No man has left a deeper imprint on the branch of education which he represented, no man ever labored more assiduously in his profession to elevate it to the standard of the most dignified calling, yet S. S. Packard found time to take part in the affairs of the community and distinguish himself in them. He was for a time president of one of the leading organizations of his party in New York, and any movement for the betterment of the city could count upon his hearty and active support.

Since then his example has been emulated by many of the leading men in the business educational world; in fact, in many cases the rank of the school as a business educational institution may be determined by the standing of its proprietor in the community. The business school has assumed a definite position in the community, and certain standards have been fixed in the popular mind as to what the proprietor of it ought to be in order to merit their consideration.

It is by no means unusual to find the head of the business school in the smaller town at the head of the commercial club, for this is peculiarly the province of the man who is training young men and women for business careers. In this way he gets in touch with the business men of the place, learns their needs and secures their confidence. While it is certain that no school can look upon itself as a mere employment agency and become really successful, it is equally true that no school which does not command the confidence of the business men to such an extent as to create a demand for its graduates can hope to exist.

Many commercial school men are also identified with the other educational work of the place, and certainly the true business educator will not feel out of place in discussing with the principal of the high school the needs of his pupils. Where the head of a business school proves himself worthy of it he has no difficulty in securing recognition as an educator as well as business man.

Not a few heads of business schools have been honored by their townsmen by election to the office of mayor, and it need not be said that the man who has the confidence of his neighbors to this extent has vastly greater opportunities for service than the business school proprietor who is known merely as a teacher of shorthand and bookkeeping. There is no calling in which the standing of a man as a citizen will count for more than in the line of commercial school work, for in no instance does the value of what a man has to sell depend more on the quality of the seller than in the business educational world.

The first duty of the business educator, as of the teacher in public school or college, is to train young men for good citizenship, and such training cannot be given by one who is not himself respected as such. And there is nothing more cheering to those, who have the interests of business education at heart than the growing appreciation among commercial school men of their real position in the community. To appreciate this is to make every effort to live up to the best possibilities of the position, and thereby elevate the standards of the profession generally, as well as add to their own material prosperity and general satisfaction.

TUITION

II.—Amount To Be Charged Based on Cost

By A. F. HARVEY, WATERLOO, IA.



IN the last article I discussed the plan of charging tuition by the month, full course, time limited or full course, time unlimited. In this article I purpose to consider the matter of a reasonable charge based on the cost of maintaining a high-grade school with a moderate attendance. I am not at all acquainted with the cost in other kinds of schools and so prefer to speak from my own experience in regard to conditions as they exist in the kind of school with which I am familiar.

I believe that any one conducting a school should consider the welfare of the students and always seek to give them full value for the tuition they pay. The one who makes it a mere money making venture, loses sight of the welfare of the students and seeks only his own financial gain. The one who does this will cut down expenses at every place possible and will furnish inferior equipment, undesirable rooms and cheap teachers. An institution conducted on this basis is unworthy of the name of school and ought not to be classed as such.

In this connection, I might say that I believe some steps should be taken by proprietors of legitimately conducted business colleges to eliminate from the list those schools conducted on this basis, or at least to devise some plan by which an unsuspecting public may differentiate the good from the bad. This should be reached either through some plan of our own or else by means of State laws. The difficulty is to get private school managers to agree upon any plan. Each one is suspicious that the other fellow has an axe to grind.

But, to return to my subject, I shall discuss the conditions as existing in a school having an average of about 100 students in attendance, the attendance running from about 50 to 150, varying at different seasons in the year. To give a school of this number the service that young people who are about to step into the duties of life and take their place among American citizens, the training they ought to have, I find the following items of expense necessary:

Rent	\$1,500
Teachers and office assistants	4,200
Advertising	2,000
Interest on equipment	300
Expenses in keeping equipment up	500
Janitor service	300
Incidentals	200
Total	\$9,000

If the school averages 100 students a month for 12 months, making a total of 1,200 months' tuition, the very least that one should expect to meet this expense and give the proprietor a reasonable compensation for his service would be \$10 a month, or total tuition fee, \$12,000. This means only a possible margin of \$3,000 for the proprietor with an abundance of opportunities for this to be cut down by unforeseen circumstances in the way of extra expenses or the falling off of attendance due to unforeseen causes. As a matter of fact, the margin is not enough and the rate should, in justice, be increased in order to give the proprietor a reasonable compensation for his time and efforts, because a man competent to manage an institution of this kind and give young people under his direction such service as they are entitled to and ought to have is worth more in the business world than he will net from a school under these conditions.

On the other hand, if the tuition is reduced below the average of \$10 a month it becomes necessary to cut down expenses somewhere, either in the grade of teachers employed, the amount and quality of equipment provided, or the kind of rooms occupied. As soon as this is done, the student, although paying a lower rate of tuition, is robbed of his just deserts. The tuition the student pays is a small portion of his expenses while taking a business course. His time is the most valuable thing, and when he is devoting this to getting his preparation for life work it is economy to him to pay a little more tuition in order to get better facilities that he may the better qualify himself in the time that he devotes to this work. If by paying \$2 a month more for tuition for a term of six or twelve months he can go out into a position that will pay him \$2 a week more salary and his opportunities for promotion are greatly increased, he is the winner because of having paid this additional tuition fee. Cheap tuition necessarily means cheap service, cheap teachers, inferior equipment and poor accommodations in all lines.

If the public could be convinced of the facts in the case and understand correctly their own interests, they would find it to their advantage to pay even \$15 a month for tuition in order to get a higher grade of service. It rests largely with the business colleges to educate their patrons up to a higher standard of proficiency and consequently a higher rate of tuition.

With due apology for the personal illustration, permit me to say that when I took charge of the Waterloo Business College, in 1898, I found the following rate of tuition in usage:

Shorthand and Typewriting Course, 10 weeks..	\$15.00
Commercial Course, 10 weeks	8.00
English Course, 10 weeks	8.00

This makes an average of about \$4 a month. We are now charging \$10 a month to each and every student, regardless of the course taken and the time he has been with us. The public are much better satisfied and pay this tuition much more cheerfully than they did the paltry sum that was charged ten years ago. We have a better class of students and feel that we have elevated the standard of business education in this locality very materially. I think it is due to the increased rate we have charged, because in this way we have been able to furnish a better equipment, provide better teachers, better rooms and consequently are turning out a better grade of office help.

FIELD NOTES

M. D. FULTON.

"Shoot, if you must, this old gray head,
But spare your country's flag!"

Barbara Frietchie's town moves. Even the old City Hotel in Frederick is being rebuilt. The surrounding fruited hills and meadowed valleys are a beautiful panorama and as aggravating to the visitor's hungry stomach as they were to chivalrous Stonewall Jackson's soldiers on that historic—or mythical—day, nearly half a century ago when, we are told, they came

"Over the mountains, winding down,
Horse and foot into Frederick town."

The business colleges of Baltimore, Hagerstown and Cumberland, Maryland, are glad to get as students the tillers of the soil round about Frederick and the sons and daughters of the citizens of the town itself. In this race for educational improvement Maryland is determined not to be behind. By special provision, each accredited High School in the State may draw a generous sum from the State treasury for the establishment of a commercial course. Certainly the majority will avail themselves at once. Following the precedent set by the Baltimore business schools they are not scrapping with each other for laurels. It is safe to predict that just as many will be distributed around as if the school men fought for them in the formerly customary way.

Mr. Smith, of the Tri-State in Cumberland, is a pushing, wide-awake school man. He is neither grieving about the past nor apprehensive of the future, but lives in the present and hustles.

The openings this Fall in the Philadelphia public schools are up to last year's standards. In the field and newspapers there is a noticeable coming together spirit and a general desire to be good. May the Baltimorean "Peace on earth, good will to men" spirit wax strong until it rules supreme in every city and town in the land. Over the school, the church and the home should perch the dove of peace and nowhere should we feel more confident of finding real decency than in the schools.

Here a suggestion might be offered in the hope that it may bring forth comment, which is earnestly invited. In many sections the public is being persuaded that teaching the commercial subjects is a "snap," and that preparation for it can be made in a few weeks' time. This is manifestly wrong, and the delusion will react against the public good and the cause of commercial education generally. Easily gotten, it is easily dispensed, easily forgotten and easily a failure. There is, indeed, a great need for more teachers of commercial subjects, but honesty and thoroughness should be demanded. A go-slow policy is recommended for the undeveloped sections and sincere co-operation for mutual betterment between the experienced and inexperienced.

Shorthand is a language; bookkeeping a science. Can acceptable fitness in French and chemistry be acquired in two months? We pretty generally resent the get-rich-quick schemes, and these have to do with the pocketbook. Why entertain these get-ready-easy plans that have to do with the mind and soul of the young?



PRACTICAL PHONOGRAPHY, by L. H. Packard. Published by S. S. Packard, New York City. 231 pp.

The publications of the Packard people are too well known to require special praise, for the imprint of the publishers stands for quality wherever it is found. Practical Phonography, their latest book, is a revision and amplification of the "Lessons in Munson Phonography," written by Mrs. L. H. Packard, under the personal supervision of James E. Munson, the shorthand author, in 1886. The work is complete in every particular, and carries the pupil from the first strokes to the most advanced stages of the study. All rules have been reduced to the clearest and simplest statement, and every principle is fully illustrated in the text, a feature which makes the book especially adapted to self-instruction.

JANES' SHADELESS SHORTHAND, by A. Janes. Published by Edward Toby, 156 Fifth avenue, New York, and Waco, Texas.

In this system of shorthand we have received *Reading Book No. 1*, 62 pages, price 75 cents, with many plates of shorthand notes and printed key; the *Reporting Supplement*, 16 pages, price 50 cents, containing nearly a thousand reporting contractions; and the *Manual*, 32 pages, price 50 cents, containing the complete corresponding style. All these books are neatly gotten up and will prove invaluable to those interested in Janes' System. The strongest possible claims are made for this system of shorthand, not only as to the legibility and ease of learning, but as to speed. We feel that shorthand teachers will be interested in this series of text books.

A PRACTICAL COURSE IN TOUCH TYPEWRITING, by Charles E. Smith. Isaac Pitman & Sons, publishers. New York City. Price, 75 cents.

Mr. Smith speaks with authority on the subject of touch typewriting. As trainer of some of the most rapid operators of the machine at the present time, the author of this work has demonstrated his ability to bring results, and in the twenty lessons or budgets now presented to the public he has embodied the wisdom gained by long experience. More than four hundred business letters are furnished to the pupils, as well as forty pages of legal forms and other miscellaneous matter. This edition is adapted to the Oliver typewriter, and users of that machine desiring to master the touch system will find Mr. Smith's book of great assistance.

THE NATURAL MEMORY SYSTEM, by E. D. Snow, Hornell, N. Y. Published by the author. Paper, 28 pp.

No accomplishment is more essential to success than memory, and Mr. Snow will have conferred a great boon upon humanity if he can bring to any portion of it a method of improving the memory which will bring practical results. His instructions are brief and concise, his rules few and his

statements clear. He himself states that he advances but one method: that of thoroughly analyzing the subject under consideration and of comparing and classifying the information thus received. Mr. Snow seems to be working along the right lines, and many business houses might find it to their advantage to order the book in quantities for distribution among their employes.

METHOD IN TEACHING WRITING, by Maurice E. Bennett. Published by the M. E. Bennett Publishing Co., Pittsburg, Pa. 129 pp. \$1 and \$1.25.

Mr. Bennett, who is supervisor in the public schools of Pittsburg and vicinity, is a man of broad experience in the teaching of writing. His method was developed in the public schools of Braddock, Pa., and became so popular that it is now used by about 500 teachers. His aim is not to present a new and better form of letter, but to present a better method of teaching the established forms. It is his purpose to make it possible for the teacher in the grades to teach skillfully the essentials of practical writing. As a practical book by a practical and successful man it merits the consideration of those public school educators which it has been Mr. Bennett's purpose to reach.

ATTENTION PENMEN!



All teachers of penmanship of the United States, whether from public schools, parochial schools or business colleges, are cordially invited to meet with us at our next Annual Convention, which meets at Indianapolis during the holidays. We expect to have a grand reunion of penmen at this meeting, as the leading penmen of the country will be there. Try to secure as many of your friends to join as you can and come out and let us have an old-fashioned love feast.

Register with the Secretary as soon as possible and let us have a grand enrollment ready to report in the November issues of the various penmanship papers. Who will be the first to enroll? Send your remittance at once before you forget it, to the Secretary. The annual dues are \$1.50 per year to old members and \$3.00 to new members.

L. C. McCANN, Pres., Mahanoy City, Pa.
C. D. DONER, Sec'y, Beverly, Mass.

NATIONAL SHORTHAND TEACHERS' ASSOCIATION

The program for the shorthand section, though incomplete at this time, promises to be one of the best in the history of the association. Among those who have consented to take a place on the program are the following well-known teachers, authors and reporters:

Sherwin Cody, Cody's School of English, Chicago, Ill.
C. B. Bowerman, Central High School, Detroit, Mich.
D. J. George, Wood's New York School, New York, N. Y.
J. L. Harmon, Bowling Green, Ky., Business University.
Mrs. S. H. East, general reporter, Indianapolis, Ind.
J. A. Stephens, Metropolitan Business College, Chicago.
Clarence A. Pitman, Isaac Pitman & Sons, New York, N. Y.

Executive Committee:

Robert A. Grant, Yeatman High School, St. Louis, Mo.
Gertrude O. Hunnicut, Lansing Business University, Lansing, Mich.

J. Walter Ross, Elliott Commercial School, Wheeling, W. Va.

C. M. Drake, last year principal of Drake Business College, Plainfield, N. J., is principal of the commercial department of the Yale Business College, New Haven, Conn.

C. S. CHAMBERS ABROAD

During the months of July and August C. S. Chambers, the popular Supervisor of Writing of the Covington, Ky., Public Schools, spent his time making a careful study of the business schools of England, Scotland and Ireland. This included both the private and the public institutions.

Of course Mr. Chambers was especially interested in penmanship. He found, however, that not so much attention is paid to that subject as is paid to it here. There are several different styles taught. The business hand, which is termed a bold and free style, is the only one where any movement is indicated, but no stress whatever is placed upon that. The ladies are taught a flowing or vertical style. There is what is termed the Law Hand, and also the Civil Service Hand. A number of publishers get out copybooks, one of the leading lines being known as the Holborn Series. It would pay American teachers to secure copies of these books.

In Scotland Mr. Chambers found a number of very live schools. The school proprietors of that country seem to be on exceptionally good terms. A striking feature of classroom equipment, however, was the noticeable lack of black-

board space. There seems to be a sufficient number of teachers, but little class work is done.

The British school owners make a great deal of diplomas, certificates, medals, etc. Their offices are freely decorated with these. Some American school owners go to the opposite extreme and award very few diplomas.

In some of the cities, notably Liverpool and London, are to be found chains of schools under the same management, or, at any rate, conducted by members of the same family. The private business school has been known in England since about 1827. This antedates the oldest American private school which is now in actual existence.

The public schools were not in session, so Mr. Chambers could investigate their work but little. However, he visited the rooms of the Board of Education in London, and there found on exhibition books and works which gave him a very excellent idea of their methods and scope of instruction. In London Mr. Chambers visited a Civil Service School, and the work there is just about the same as found in other places.

Aside from the inadequacy of seating arrangements in many of the smaller schools, he was surprised to find a similar lack in office equipment. The roll-top desk is comparatively unknown. Some of the larger schools, however, rank with the best American institutions—notably Pitman's Metropolitan School, which was established in 1870. This school is housed in a magnificent building several stories high. It is presided over by Bernard De Bear, a well-known authority on business education. The curriculum of this school includes all business subjects, a course for employment in the Civil Service, and a very liberal training in modern languages.

The pleasures of Mr. Chambers's visit were not confined, however, to his inspection of schools. He enjoyed trips to various points of interest, and has returned with a wealth of first-hand information regarding the old castles, the lake regions, the haunts of Burns and Scott, and many other things that go to make up the cultured and well traveled gentleman. Two weeks spent in France gave him a very comprehensive knowledge of the customs and traits of modern Gaul. A fortunate young man is our friend, Mr. Chambers, that he has taken this trip—one to be lived over in memory during all his succeeding days.

Philadelphia, Sept. 7, 1908.

DEAR MR. HEALEY:

I regret to see my name associated with a claim to the title of "Champion Penman." Those who know me best I am sure will say that I have never made such claim. There are many excellent penmen, some excel in one line of work and some in another. But few excel in *all* departments of penmanship—accurate script, ornate script, engraver's script, flourishing, lettering, designing, pen-drawing, card-writing, etc. I have tried hard to cover the whole field of penmanship, but I seldom accomplished anything in any department of which I would care to boast.

Fraternally,

H. W. FLICKINGER.

H. E. Welbourne, of the Cream City Business College, Milwaukee, Wis., reports a splendid opening for that school. This school has moved into new quarters, and the one hundred new seats in the Introductory Department are now nearly all filled. The Advanced and Business Practice Department will be separate.

W. D. Wigent, a recent graduate of Central College, Central City, Neb., is with the Lake City, Minn., Commercial College.



C. S. CHAMBERS.

Supervisor of Writing, Covington, Ky., Public Schools. Second of a Series of Prominent Supervisors.

board space. In America the blackboard is freely used in teaching all subjects. The blackboards in Scotland are of no consequence whatever. Furthermore, pupils are not, unless it is in the exceptional school, assigned individual desks. They all sit on benches and at a long, narrow table.

There are several schools in Glasgow. The backbone of the business school work in the Greater Kingdom is done in the shorthand department. Bookkeeping and its allied branches are secondary.

Among the typewriters all the American makes are used. For a number of years the bar-lock machine, little known in America, has occupied quite a prominent place. The schools provide a variety of machines, however.

As to methods of teaching, Mr. Chambers found that the classroom work is not held up to the standard found in this country. Students are, however, taught to be more or less independent. They are assigned work, given the books, and placed upon their own responsibility. This does not imply

Movements of the Teachers

C. B. Edgeworth has charge of the commercial work of the Westfield, Ill., College this year.

W. H. McCauley, for many years principal of the four C's, at Des Moines, is now with the Brownsberger School, Los Angeles, and, associated with him, are two other Iowans: R. E. Wiatt, formerly at Council Bluffs, and Mrs. Anna M. J. Crouse, at one time in Centreville, but more recently with the Santa Rosa, Cal., Business College.

Miss Jennie Walker, of the Bowling Green, Ky., Business University, has charge of the commercial work in Dixon Academy, of Shelbyville, Tenn.

W. F. Mersch, of Stevens Point, Wis., has charge of the commercial department in Jones's Business College, Hammond, Ind.

O. E. Burse, of Flint, Mich., has engaged with the Salamanca, N. Y., Business Institute.

Pete Edwards, who had the commercial work in the Dickson, Tenn., Normal College, last year, now has charge of the commercial department of the High School at Fountain City, Tenn.

Frank M. Bushnell, of Willseyville, N. Y., will have charge of the commercial department of the Waterloo, Ia., Business College this year.

G. F. Roach, who has been with the Vashon College and Academy, of Burton, Wash., has recently engaged with the Seattle, Wash., Business College.

E. G. Dirr, who had charge of the commercial department of the West Orange, N. J., High School last year, has accepted a position with a railroad company in Texas.

G. G. Gudmundson, a graduate last year from the University of North Dakota, where he completed the course in the School of Commerce, is now principal of the Goderich, Ontario, Business College.

Leon F. Hussey, a last year's graduate of the Bliss Business College, North Adams, Mass., is the new teacher in charge of the commercial department of the Mechanicsville, N. Y., High School.

John T. Yates, one of the proprietors of the Bliss Business College, Newark, Ohio, was chosen for the shorthand department of the Metropolitan Business College, Chicago, but was unable to take the position because of a severe attack of illness.

J. J. Forney, of the Abilene, Kan., Business College, is in charge of the commercial department of the Denison, Iowa, Normal School.

F. W. Engel, of Grand Valley, Pa., a public school teacher of several years' experience, will handle English branches at the Meadville, Pa., Commercial College for the ensuing year.

E. C. Conley, a graduate of the Bowling Green, Ky., Business University, will have charge of the commercial work in the Kuttawa, Ky., schools.

Miss Lula M. Wilson, who taught in King's Business College, Raleigh, N. C., last year, has accepted the position of principal of the shorthand department in Leech's Actual Business College, Greensburg, Pa.

Miss Donna Cooperider is the new shorthand teacher in the Iron City College, Pittsburg, Pa. Miss Cooperider has been connected with the St. Louis, Mo., Business College.

Homer A. Hott, of Keyser, W. Va., has engaged with Warren Douglas, of McKeesport, Pa. He will be located in Mr. Douglas's Uniontown school.

W. L. Sisk has resigned his position with the Westleigh Collegiate Institute, New Brighton, S. I., N. Y., and is now in charge of the commercial department of the American University, of Harriman, Tenn.

H. A. Reneau, formerly with the Fort Smith, Ark., Commercial College, has been selected for the commercial department of the School of Commerce, of Lawrence University, Appleton, Wis.

C. T. Foreade, of Belleville, Ill., is now with the Williams Business College, Oshkosh, Wis. He will have charge of the penmanship and bookkeeping departments.

J. G. Parkinson, formerly with Schissler's School, at Norristown, Pa., has been engaged by the Fishers, in the Winter Hill Business College, Somerville, Mass.

Albert Hiltpold, a recent student of the Northampton, Mass., Commercial College, is now teaching in Yonkers, N. Y.

Miss Cora M. Pryor, of the Globe Business College, St. Paul, Minn., is this year in charge of shorthand in the Bloomington, Ill., High School.

H. E. Congdon, last year with the Meriden, Conn., High School, is this year in charge of the commercial work of the Rutland, Vt., High School.

E. E. McClain, who has been spending the Summer in the Zanerian Art College, is opening the new commercial department in the Oil City, Pa., High School.

C. O. Weeks, last year with the Huntsinger Business College, Hartford, Conn., will open a new commercial department this year in the Shelton and the Derby, Conn., High Schools. The buildings are near to one another, and Mr. Weeks will divide his time between the two institutions.

Miss Beatrice F. Coxon, of Utica, N. Y., and Earle G. Childs, of Providence, R. I., are new teachers in the Coleman National Business College, Newark, N. J.

George H. Amidon, of Edinboro, Pa., a normal school graduate and teacher of English in the Meadville, Pa., Commercial College last year, has been advanced to assistant in the commercial department of the same school.

Hugh McKay has resigned his position with Hill's Business College, of Waco, Texas, to accept a place with Toland's Business School, Sioux Falls, S. D.

Miss Edna Taylor, who has been teaching in the Capital City Commercial College, Charleston, W. Va., is now in charge of the shorthand department of the Elizabeth, N. J., Commercial College.

L. W. Greathouse, a recent Gem City Business College man, is directing the work of the commercial department of Hill's Business College, Waco, Texas.

T. N. Carswell has gone from the Abilene, Texas, Business College to the Wichita, Texas, Business College, owned by the principal of the former school.

C. A. Marone, of Brown's Business College, St. Louis, has charge of the shorthand department of the San Francisco Business College.

Miss Alice Campbell, who was with the Eagan School, New York, last year, will teach in the public schools of Plainfield, N. J., this year.

George A. Race, one of L. M. Keckner's successful students, is the fortunate man to be chosen as assistant to H. C. Walker, Supervisor of Penmanship in the St. Louis public schools. Mr. Race had charge of the commercial department of the Jamestown, N. Y., High School last year.

Miss Millie H. Maier, a recent product of the Summer School, of Rochester, N. Y., Business Institute, will teach commercial work in the Schenectady, N. Y., High School this year.

Miss Jessie A. Marvin, who has taught in the commercial department of the Meadville, Pa., Commercial College, for the past two years, has accepted an excellent position with the commercial department of the Mt. Vernon, N. Y., High School.

Arlee L. Percy goes from the Spencean Commercial School, Cleveland, to the Technical High School, Springfield, Mass.

H. G. Staton is a new commercial teacher in the Ely, Minn., High School.

A. W. Ross, last year with the East Troy Conference Academy, is now with the B. & S. Business College, Manchester, N. H.

Miss Eloise Winhafer, who was with the Drake Business College, Jersey City, last year, is now at the head of the shorthand department of the Worcester, Mass., School of Commerce.

Miss Hattie N. Burch, last year in the Des Plaines, Ill., High School, will have charge of commercial work in the Stillwater, Minn., High School.

B. W. Freeman, of Highland Park College, Des Moines, is at the head of the commercial work of the Stanstead, Quebec, Wesley University.

Miss Stella Elliott, of Sonora, Ky., has accepted a position as teacher of shorthand with Professor J. J. Krider, of Canton, Ohio. Miss Elliott will be in Mr. Krider's Akron school.

A. L. Peer, of Wheeling, W. Va., has been elected to the position of principal of the commercial department of the Oklahoma University Preparatory School, of Tonkawa, Okla.

F. B. Adams, of Greenville, Ill., is now teaching in the Peoria Business College, Peoria, Ill.

The Columbus, Ohio, Business College has added H. G. Swope to its teaching staff. Mr. Swope was with Taylor University, Upland, Ind., last year.

Spokane, Wash., has lost J. C. Vornbrock, who goes to the Santa Barbara, Cal., Business College, where he will have charge of commercial branches.

Hugh S. Jeffrey, of Huntington, Ind., is teaching commercial subjects in the Illinois Business College, Chicago.

Richard Scholz, Troy, N. Y., is a new teacher in the commercial department of Schnylkitt Seminary, Reading, Pa.

Mary MacDougall has gone from Elizabeth College, Charlotte, N. C., to the Randolph-Macon Woman's College, Lynchburg, Va., where she will have secretarial work.

Miss Jean E. Pearson, of York Springs, Pa., is a recent addition to the faculty of the Drake Business College, New York.

Miss Christina Bowles, last year in charge of the shorthand department of the Gem City Business College, Quincy, Ill., has moved to Seattle, where she will teach shorthand in Wilson's Modern Business College.

Edward C. Ryan, of St. Paul, Neb., is the new teacher in Boulder Business College, Boulder, Col.

E. D. Crim, who has been conducting the Marion, Ohio, Business College, has sold his school and has accepted the

position of principal of the commercial department of the Wapakoneta, Ohio, High School.

Miss Nettie E. Gilmore, of Red Oak, Iowa, is the new shorthand teacher in Thompson's Telegraph and Commercial College, of Minneapolis, Minn.

Miss Aneta M. Page, of Princeton, Ill., has accepted the position of principal of the shorthand department of Parsons, Kan., Business College.

J. C. Vornbrock, of Spokane, Wash., is now in charge of the shorthand department of the Santa Barbara, Cal., Business College.

J. Frank Yenner has been elected principal of the commercial department of the Bucyrus High School, Bucyrus, Ohio. Mr. Yenner has been with the Seymour, Ind., Business College.

C. B. Adkins, late of Hartford, Conn., is now with the Drake Business College, Jersey City, N. J.

B. F. Hart, for many years at the head of the commercial department of the Peru Township High School, La Salle, Ill., is now at the head of the commercial department of the splendid new Westport High School, Kansas City, Mo.

T. J. Kirker, who has been with Spalding's Business College, Kansas City, Mo., is now in charge of the commercial department of the Central High School of that city.

Miss Marion V. Noy, of St. Johns, Mich., goes this year to the Traverse City, Mich., High School. She was in the Iron Mountain, Mich., High School last year.

Charles E. Keller, formerly with the Warner School, Elmira, New York, has engaged with Burdett College, Boston, for the coming year.

Miss Dorothy W. Fitts, a recent graduate of the Dorchester, Mass., High School, is a new teacher on the staff of the Rochester, N. H., High School. Miss Fitts will teach the commercial branches.

Howard Van Deusen, formerly of the New York Preparatory School, New York City, has engaged with the Bayonne, N. J., High School.

Henry L. Brown has re-engaged with the Worcester Business College, Worcester, Mass.

The American Business College, Pueblo, Col., has a new Gregg teacher in the person of Conrad Morris, of Swayzee, Ind.

The Cambridge Commercial College shows signs of prosperity by adding to its teaching force Messrs. W. Goggin, Gardiner, Mass., and C. N. Phelps, Ontario, Canada, and electing J. B. Knudson secretary of the institution.

The Iron City College, of Pittsburg, Pa., has added J. R. Beach to its teaching staff.

E. B. Moore has gone from Dixon, Ill., College to the Lewiston, Idaho, High School, where he will have charge of the commercial department.

Robert Musselman is now with the Marion, Ind., Business College.

Ernest McCollum goes from Rockford, Ill., to the commercial department of Barnes Business College, St. Louis.

HAD JUST BEGUN TO LIVE

"Have you lived here all your life?" asked a friend of five-year-old John.

"Not yet," answered John.

—*The School Journal.*

Miss Primer—"Why did you discontinue buying school supplies from Dixon.

Miss Grammar—"Because he said recently that I was one of his oldest customers." —*School Board Journal.*

News of the Profession



FROM the Quincy, Ill., Daily Journal we learn that the two eldest sons of the founder of the Gem City Business College, D. L. Musselman, Jr., and Virgil C. Musselman, were to be married the latter part of September to two of the most charming and accomplished daughters of Illinois. D. L. Musselman, Jr., is well known among business educators, having been connected with the business management of his father's school for ten years. The Journal takes great pleasure in tendering its congratulations to the young people. We also learn from the same paper that the Musselman family are building a cottage at Bluff Park, Montrose, Iowa, where they expect to spend part of future Summers.

The commercial school outlook in Colorado was never better, according to E. C. Harrrell, of the Boulder Business College. He has just added E. C. Ryan to the staff of the school, and expects a much better year than the last has been.

The Patrick Commercial School, York, Pa., held its commencement exercises in the high school auditorium on the evening of September 11 with a large attendance of pupils, graduates and friends.

R. S. Collins, of the Peirce School, Philadelphia, sent the Journal a postcard from London, England, stating that himself and wife had visited England, Ireland, Belgium, Holland, Germany, Switzerland and France, and had "the time of their lives." It can easily be imagined that such was the case, and that Mr. Collins will return mentally and physically fitted for the best year's work of his life.

A new school has been opened in Boston by H. C. Spencer, as the Spencerian Business College. Mr. Spencer has done first class work in Winsted, Conn., and there is every reason to believe that he will be highly successful in the larger field. He is especially strong in pen art work.

One of the pleasant events of the Summer season in business educational circles in Denver was the fourth anniversary banquet of the Barnes Commercial School, held at Brown's Palace Hotel on August 19, with a large attendance of friends and former students of the school. Aside from the cheer for the interior man there were toasts, choice music and readings for their intellectual enjoyment.

Another happy school which opened with the largest enrollment in its history is the National Business College, Roanoke, Va. E. M. Coulter, the president, is in a most cheerful frame of mind, especially since his little girl, who has been ill, is now getting along nicely.

J. F. Nixon, who recently purchased the Connecticut Business College, at Middletown, from E. J. Wilcox, when the latter gentleman removed to Hartford, reports that the school opened on September 1 with a good attendance and an excellent outlook for the season.

A. J. Park, who is one of Rhode Island's most energetic business educators, advises that notwithstanding the fact that his is the most overwhelmingly mercantile and manufacturing State in the Union and therefore most liable to feel the effects of business depression, the attendance at his school in Woonsocket is much larger than ever before and the outlook is more than satisfactory.

Hartford, Conn., is another city which shows most gratifying evidences of prosperity. E. M. Huntsinger, of Huntsinger's Business School, says they are starting out this Fall with an exceptionally fine class of young people and that conditions are most gratifying considering the experience through which the country has passed during the past year.

After an absence of nine years, R. A. Spellman, accompanied by Mrs. Spellman, left Taunton, Mass., on July 2 for Onarga, Ill., and spent the Summer visiting relatives and friends there and elsewhere. He also spent ten days with Mr. and Mrs. G. B. Heaney, well known in commercial school circles, at their home in Mississippi. Instead of finding those good people with the three acres and liberty described by Bolton Hall, he found them with three acres of canteloupes and plenty of fine watermelons, which added to the pleasure of the visitors. On September 1 Mr. Spellman was back to superintend the opening of the Bristol County Business School.

One of the most notable achievements in the way of business school advertising is that of the Brown schools, with headquarters in Peoria, Ill., and branches in nineteen other cities and towns of Illinois, Iowa, Missouri and Indiana, which appeared in the Chicago Record-Herald on Sunday, August 16, and occupied two pages. We are glad to accept this as an evidence of the prosperity of Mr. Brown's schools.

On Tuesday evening, September 15, Miss Maren Elizabeth Houser, daughter of Mr. and Mrs. A. J. Houser, of Cedar Rapids, Iowa, was married to A. B. Zu Tavern. The Journal extends congratulations and wishes the young people many years of happy married life.

D. H. O'Keefe of the Washington Irving High School, New York City, sends us a contribution calling attention to the difference existing in the methods of marking the work of contestants in the various typewriting exhibitions that have been given during the past school season. The chief point in the contribution refers to the matter of penalty in the Eastern contests—five words are deducted for every error, while in the Western contests but three words are deducted. This matter of penalizing is a very important one to consider, as some uniform rule should be adopted.

The Mountain View, Calif., Leader of September 5th contains a paragraph stating that Daniel T. Ames had been very sick for a couple of weeks, but he is once more able to be out. While the profession will regret to learn of his illness, every one will be rejoiced to know that he has recovered.

From the Rhode Island Commercial School, Providence, R. I., H. L. Jacobs, principal, we have received a copy of the address, in booklet form, delivered by Henry Clews, of New York City, at the graduating exercises of that school, held in June, 1908. The title of the address is "American Social Conditions," and it contains some splendid advice for young people who are entering upon a business career.

An Irishman was shown through a jail. After he had made the trip, he was asked what he thought of the place, "Oh," said he, "there's one place I like here, and that's the intrench out."



H.N.S.

ORNAMENTAL SIGNATURES BY H. N. STRONACH, SPOKANE, WASH.

H. M. Dillinger

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BY R. W. BALLENTINE, ALBANY, N. Y.

Shorthand and Typewriting

A BRIEF VISIT TO THE HOME OF THE SMITH PREMIER

"A merciful man is merciful to his beast."



It has been twenty-four years since the writer of these paragraphs received his first introduction to that most faithful hand-servant of man, the typewriter. During all these years he has been thrown in contact with a large number of operators. If one impression stands out more strongly than another as to the varying characteristics of these operators, it is the difference to be found in the care of the machine.

You ask, What has this to do with a visit to a typewriter factory? Let us say that it has a great deal, for could the careless, indifferent, unsympathetic, unfeeling operator, who is wont to be satisfied with a machine so covered with dust that its shape is almost undiscernible, with type filled so that every character resembles a big period, with ribbon filled with holes, and the baseboard laden with veritable snowbanks of erasings—could he visit a factory and see the infinite pains, the almost affectionate touch and regard shown by the expert workman in constructing his machine, he could not repress a feeling of remorse for his neglect. Could his machine speak out it would certainly berate the untidy operator for his lack of order.

As we walked through the factory this was uppermost in our mind: that all such operators could but witness the construction of a machine from the heavy iron parts to the minutest steel spring.

The Smith Premier Typewriter has now been made for sixteen years. It was invented by a man named Alexander T. Brown and is manufactured in Syracuse, N. Y. Mr. Brown did his work so well that there has been no demand for a material change in the construction of the machine and very little in improvement. The inventor not only constructed his machine, but invented a large number of almost human machines for the purpose of making the different parts.

Our visit was paid to the factory the latter part of July. Through the kindly courtesy of Assistant-Secretary Evans, who has been with the company almost from its beginning, we were not only shown how each part of the Smith Premier is made, but had every detail thoroughly explained.

It is a strange fulfillment of old prophecy which runs along like this: "Swords shall be beaten into plowshares and spears into pruning hooks," that the typewriter should have first been made in a gun factory. The Lyman C. Smith gun has always stood in high favor with sportsmen. The Remington was made in a gun factory, as was the Yost and a number of other machines.

The Smith Premier factory, as it is at present, was built in 1903, and is said to be one of the finest of the modern types of factory plants. Absolutely light and sanitary, nothing seems to be lacking either for the convenience or comfort of the nine hundred workmen constantly engaged within its walls. The building is seven stories high, sixty-five feet

wide and four hundred feet long. All the iron dust is drawn out and conveyed to what is known as a dust house. All the power and blacksmith work is done in an adjoining building.

The top floor is devoted to the aligning, assembling and inspection. Each machine must pass the critical gaze of an expert before it is passed out of one department. The succeeding floors are devoted to the manufacture of different parts.

On one floor we were particularly interested in a machine called the exerciser, where the type is hung as in a regular basket and caused to be brought to what corresponds to the printing point several thousand times. There are thirty of these machines going constantly.

One department on the fourth floor is devoted entirely to the making of tools. On the third floor the japanning and striping is done. The striping would be particularly interesting to the penman, for the steady hand of the workman would appeal to him.

A part of the second floor is devoted to the manufacture of important parts. The shipping department is also found here. A brief visit to this important part of the plant showed hundreds of machines all boxed and ready for shipment. One large consignment was going to various post-offices in the United States Government. A surprisingly large number were prepared for foreign shipment. America as a manufacturing centre will not compare with some of the foreign countries, but in certain lines she does excel. One of these is in the manufacture of the machine. Somehow or other, European manufacturers have never been able to compete with the inventive genius of the American workman.

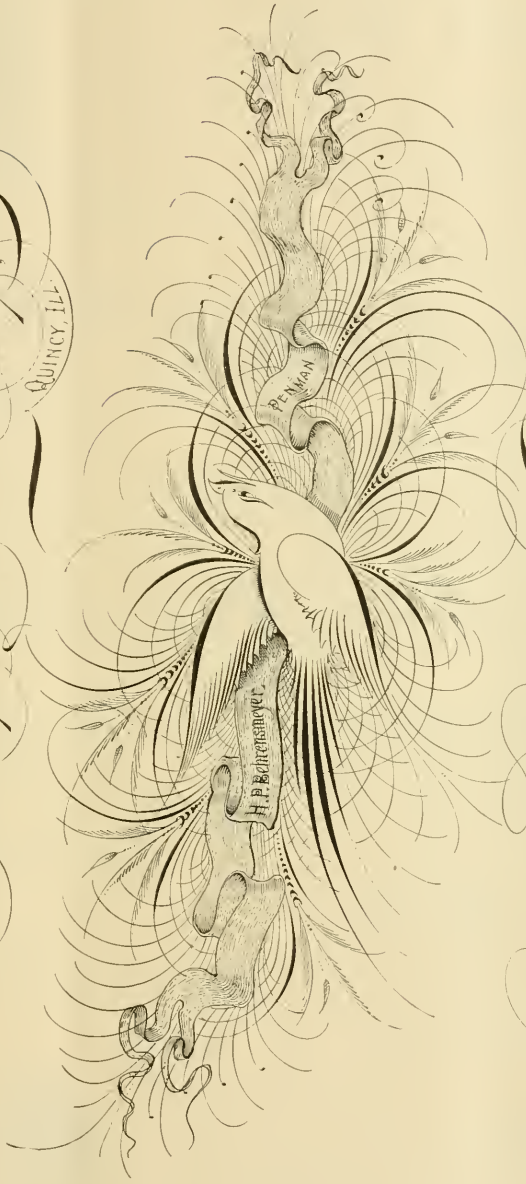
We hope some time that we shall have the pleasure of visiting the factories of some of the other companies. Our two-hour stay in Syracuse between trains was not only very pleasantly but very profitably spent, and we were more favorably impressed than ever before by not only the great benefit the invention of the typewriter has bestowed upon the business world, but also by the conscientious and almost consecrated pains taken in its manufacture.

A SPLENDID CLUBBING RECORD

In some unaccountable way the clubbing record of C. W. Jones, proprietor of one of New England's foremost business schools—the Modern Commercial School, Brockton, Mass.—was omitted in the published list in the September issue. During the past school year Mr. Jones sent in the names of ninety-two subscribers to the PENMAN'S ART JOURNAL. He is one of America's foremost business writers and wields a professional pen that is equalled by few.

"I cannot express my admiration of the new course in business writing. It is certainly a dandy. If a teacher cannot get results from it he ought to seek some other branch to teach."—J. J. Bailey, Toronto, Ont.

Gen'l Business Dept.
QUINCY, ILL.



Postal Department

FLOURISHING AND PROFESSIONAL WRITING BY H. P. BEHRENSMEYER, QUINCY, ILL.

At a
meeting
of the

Millimantic Society

held February 18, 1908,
the following resolutions
were adopted:

WHEREAS,

It has pleased Divine Providence to remove from us
OUR HONORED PRESIDENT

George M. Warrington

Resolved,

That we hereby express our sense of bereavement
and grief at the loss of one of our earliest and most
talented members, one whom we had known to be a
friend of every individual:

a man who by his helpful, kindly nature,
his genial disposition, and ready sympathy
had endeared himself to all who knew him.

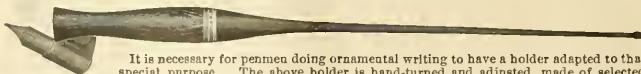
Resolved, That we extend to his family
OUR SYMPATHY
in their sad bereavement,
and direct that a copy be suitably engrossed
and presented to them.

Committee { Benjamin C. Terry
 { Peterson Frome
 { Cornelius J. J. J. J.

Engrossing and Illuminating.

By E. E. MARLATT.

What can be done in the way of engrossing for a five-dollar bill.



It is necessary for penmen doing ornamental writing to have a holder adapted to that special purpose. The above holder is hand-turned and adjusted, made of selected rosewood or ebony, and cannot be made by an automatic lathe. LOOK FOR THE BRAND. If your dealer cannot supply you, send to the designer and manufacturer.

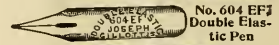
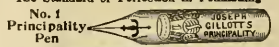
12-inch - Fancy, \$1; Plain, 50c. 8-inch - Fancy, 50c.; Plain, 25c.

A. MAGNUSSON. : 208 North 5th Street, Quincy, Ill.

In answering advertisements please mention the PENMAN'S ART JOURNAL.

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Recognized the world over as
The Standard of Perfection in Penmaking
No. 1
Principality Pen



No. 601 EF—Magnum Quill Pen

Sold by Stationers Everywhere
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ALFRED FIELD & CO., Agents, 93 Chambers St., N. Y.

SPENCERIAN STEEL PENS



FORTY FALCON, SILVER PLATED

This new pen is specially made for general correspondence. Heavily plated with silver to prevent corrosion, easily kept clean, writes perfectly smooth. Samples sent free on receipt of return postage, 2 cts.

Ask for No. 40 Falcon

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For Business and Public Schools

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Show Card Writing or Lettering by mail and guarantee success. Only field not overcrowded. My instruction is unequalled because practical, personal and thorough. Easy terms. Write for large catalogue.

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DETROIT SCHOOL OF LETTERING

Dept. 56, Detroit, Mich.
Oldest and Largest School of its Kind



FOR YOU

Mr. Schoolman TO THINK OVER

"Be sure you are right and then go ahead." I know I am right, and most assuredly I am going ahead.

If you wish to improve your Shorthand Department from Every Standpoint, adopt **Aristos** (The Best) or **Janes' Shadeless Shorthand**. I know whereof I speak. I have taught the **six leading shorthand systems of the age**, and have examined into all others worthy of the name Shorthand, and have found none to compare with **ARISTOS** (The Best) or **JANES' SHADELESS SHORTHAND** as to **SIMPLICITY, LEGIBILITY or BREVITY**.

The **greatest Experts in the World**, from an unblased standpoint, through the famous **Harnsworth Encyclopedia**, recently published in England (the home of shorthand) give **ARISTOS** (The Best) or **JANES' SHADELESS SHORTHAND** the **FIRST PLACE IN THE WORLD**.

Mr. A. Janes, who only recently died, was a **Parliamentary Reporter** for nearly **FIFTY YEARS** and **before publishing his system** had spent nearly **FORTY YEARS** as a **Reporter** in both **houses of Parliament**.

It is an **acknowledged fact** that Mr. Janes was **one of the greatest** if not the **greatest** Shorthand Writer that has ever lived, and that the **result of his life work** was to leave to posterity, a **System of Shorthand**, that is as **near perfection** as can be reached. While it will accomplish **everything** that can possibly be required of Shorthand, it is **SIMPLICITY** itself and so **LEGIBLE** that **if it be written on the sands with a stick or on a book with a pencil**, it can be as **easily read as print**.

If **sufficiently interested** write me and I will send you a **Manual of the system for examination and testimonials** from some of the **most competent and prominent Court Reporters and Stenographers** in the United States. **This is not all**; if you decide to adopt **ARISTOS** (The Best) or **JANES' SHADELESS SHORTHAND** I will teach **YOU** or one of your **Assistants**, either at one of my colleges or **BY MAIL, Free of Charge**, with the positive understanding that **ARISTOS** is to be introduced into your school.

I will guarantee that any well educated person, can learn the **Manual** in from **TWO TO THREE WEEKS**, and that any one of ordinary ability after taking our **COURSE BY MAIL** for **THREE or FOUR WEEKS**, will be far enough advanced to begin teaching the **Manual**. Write and let me convince you. **There is no "Wild Cat Scheme,"** nor is the **System** one of those of the **"Mushroom Order,"** grown in a night. I am an honorable man, in good standing in the **Highest Orders** in our land, a **practical Business Man** with years of experience, and an **ACCOUNTANT** entitled to use **F. A. A.** and **C. P. A.** after my name, the **Highest Degrees in Accountancy** in the world.

Again I say **"BE SURE YOU ARE RIGHT AND THEN GO AHEAD."**

Address **EDWARD TOBY, F. A. A.—C. P. A.**

156 Fifth Ave., Room 407, New York, N. Y. or Box Y, Waco, Tex.

Toby's Practical Bookkeeping, Aristos (The Best) or **Janes' Shadeless Shorthand**, (First Three Lessons and Complete set of Books, \$3.50). **First Lesson Free, Penmanship** (business and artistic), **Simplified English, Business Letter Writing, Typewriting** (sight or touch), **Business Arithmetic** **successfully TAUGHT BY MAIL** at moderate prices by **TOBY'S SCHOOLS OF CORRESPONDENCE**, 156 Fifth Avenue, Room 407, New York, N. Y., or Box Y, Waco Texas.

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The National Commercial Teachers' Federations

Organized in 1893.

The only National organization of Commercial Teachers.

IF NOT, WHY NOT? The Federation is made up of the following organizations:

The Private Commercial School Managers' Association.

The National Business Teachers' Association.

The National Shorthand Teachers' Association.

The National Penmanship Teachers' Association.

The National Commercial High School Teachers' Association.

The registration fee and dues for the Managers' Section is \$5.00 per year. Registration in any of the other Sections, \$3.00, with annual dues after the first year of \$1.50. This includes a printed report of each convention.

Ask for further information or send registration to

J. C. WALKER

43 Horton Avenue Detroit, Mich.

OBITUARY

A. P. Root.

On August 21st, at the Soldiers' Home, Sandusky, Ohio, there passed to its final rest the sweet spirit of one of our most beloved brethren, Albert P. Root, aged sixty-six years. This notice will come as a distinct shock to all of the members of the profession, and especially to the "Old Guard." Mr. Root was one of a very small group of penmen who made the last third of a century what may be called the Golden Era of Penmanship.

For many years he had been a supervisor of writing in the public schools, and at least a decade was spent at the head of the department of penmanship in Peirce School, Philadelphia. It was while with Peirce School that he produced his beautiful Compendium of business writing, a work which ensures his name a permanent place in the history and bibliography of the art of writing. His writing was characterized by a softness and delicacy of touch that is seldom found in writing of the present time. He was formerly a jeweller by trade, and his training as an engraver eminently fitted him for securing that accuracy in execution with the pen which was the delight of his admirers.

The last years of his life were accompanied by great physical pain, yet no word of complaint ever escaped his lips. His presence among us was a blessing, his departure a benediction.

WHAT GETTING A BUSINESS EDUCATION MEANS



1. USING CARD INDEX AND VERTICAL FILE.



2. USING THE ADDING MACHINE.



3. CARE OF THE TYPEWRITER.



4. OPERATING THE MIMEOGRAPH.

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"Your business college for young ladies seems to be all right."

"It is all right."

"Do you give the girls a good practical business training?"

"In reply to that question I can only say that 60 per cent of our graduates marry their employers the first year."

—*Louisville Courier-Journal.*

THE WORLD IS A LOOKING GLASS

The world is a looking glass,
Wherein ourselves are shown,
Kindness for kindness, cheer for cheer,
Coldness for gloom, repulse for fear—
To every soul its own.

We cannot change the world a whit,
Only ourselves who look in it. —*Susan Coolidge.*

Training School for Commercial Teachers

Commercial teaching offers exceptional opportunities for College, Normal and High School graduates, and for High School and Public School teachers. Here is a field that is certainly not overcrowded, and there are many teachers who could easily qualify for commercial teaching who would immediately prepare themselves for this work if they understood the actual conditions.

Commercial teachers are at a premium at salaries far above the average received by teachers of other preparatory branches.

The normal training department for commercial teachers conducted by the Rochester Business Institute is proving a decided success, but many more candidates are wanted for the attractive positions constantly offered to graduates of this institution.

A postal card will bring by return mail a copy of our new illustrated prospectus and catalogue, which gives a complete outline of the normal training department.

Fall term, September 8th to November 30th; Winter term, December 1st to February 28th; Spring term, March 1st to May 31st; special six weeks' Summer term, July 6th to August 13th.

High School, Normal School and College graduates not familiar with the commercial texts require from three to four terms for preparation in subject matter and methods. An estimate of the probable time required in given cases can be furnished on information supplied through correspondence.

Rochester is widely known as one of the most desirable residence cities in the United States.

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Both Bern Pitman and Graham

What are such High Schools as those of Wheeling, W. Va.; Waltham, Mass.; St. Joseph, Mo.; Park Rapids, Mich.; San Antonio and Houston, Texas; Kendallville, Ind.; Sheboygan, Wis.; such Normal Schools as those of Kearney and Wayne, Neb.; Alva, Okla.; Marion, Ind.; Valley City, N. D.; Ottumwa, Iowa; such Business Colleges as Duff's Coll., Pittsburg; Los Angeles B. C.; Lockyear's B. C., Evansville, Ind.; Worcester Bus. Inst. and Tyler's B. C., Worcester, Mass.; Alton, Ill., B. C., Ludington, Mich.; B. C., Renfrew, Ont.; B. C., Simpson College, Indianola, Iowa; Wichita Bus. and Com'l College, Wichita, Kan., and scores of others finding so attractive in these books?

Of first importance, that the course is really made brief, not by a curtailing of the system, but by such an arrangement that the dictation part of the course begins in the second lesson—actual business from the start. And this without any of the disadvantages which might seem unavoidable. Both editions teach as brief a style as the average writer can use to advantage. Second, speed expedients representing frequently occurring words are given first, so that the pupil simply must use them.

You must see the plan to appreciate it. Send postal for list of additional features and examination terms.

A. J. BARNES PUB. CO., ST. LOUIS, MO.

\$5.00—LEARN TO WRITE—\$5.00

Penmanship—the study years reduced to hours by a simple, quick and sure method (by mail) at your own home. A course of twenty lessons. Business Penmanship by mail, only \$5.00. Tuition payable \$1.00 in advance and \$1.00 each week.

For full particulars and elegant specimens free, address
The Washington Correspondence School of Penmanship, 30 Wesley Ave., Dorchester, Mass.

BEATS THE WORLD **Worthington's DIAMOND INK GLOSS**
Is positively unequalled for fine writing. 6 bottles for \$1. Sample bottle by mail 25c. 8 • WORTHINGTON, 155 Randolph St., Chicago

THE PROOF

The proof of the pudding is in the eating, and the merit of our books on the commercial subjects is proved by a careful test in the schoolroom. Every one is "full as an egg" of practical instruction. The subjects have been presented in an attractive manner, and non-essentials omitted, thus enabling students to acquire a thorough business education in the least possible time.

Wide-awake principals and teachers are quick to recognize the superiority of our publications, and the fact that these books "make good" is proved by their continued use in the leading commercial schools.

We have "the" books on the important subjects of spelling, correspondence and English for use in business schools and commercial departments of other institutions.

Our Practical Shorthand presents an ideal system in an ideal way.

The sale of the New Practical Typewriting (published last season) is unprecedented. It needs only to be seen to be appreciated.

The new Commercial Law (just out) makes enthusiastic students. The book is up-to-date, comprehensive and well arranged for classroom use.

New Practical Arithmetic covers all the subjects, presented in such a way as to fix the methods firmly in the student's mind.

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The Everybody's Dictionary is the most accurate, complete and popular pocket dictionary on the market. We furnish it by the hundred, and in many cases by the thousand, to prominent schools in all parts of the country. A copy should be in every pupil's outfit.

Write us at once in regard to your needs. Interested teachers will be given an opportunity to examine these popular books without cost. We pay the freight. Illustrated catalogue free.

PRACTICAL TEXT
CLEVELAND

BOOK COMPANY
OHIO

Lessons in Flourishing

BY
M.R. Moore

Special attention is called this month to Exercise 1 in Plate 2. Its importance may be understood when it is known that it is repeated oftener in finished designs than any other. The student should learn to grasp this exercise in sets of strokes, and to better enable him to do so, I have divided it into three sets of strokes designated as A, B, C, made in the order indicated by small figures. Now, if the student will thoroughly master this exercise and the various styles of finish as shown in sets 2, 3, 4, 5, 6, 7 and 8, he will be the possessor of the key to highly finished off-hand flourishing.



PLATE I.

Before practising an exercise, study it carefully. Note the repetition of stroke, the symmetry and harmony of arrangement. Have you ever taken time to define beauty? What makes the exercise beautiful? We hear this word, possibly, more frequently than any other adjective when an attempt is made to describe any object or piece of work that is pleasing. In a subsequent lesson, I am going to talk about beauty, and show how it applies to the art of Flourishing, and why Flourishing appeals to everyone.

Use jet black ink and a fine, flexible pen. Send some of your best work to The Journal office for mention among the Student Specimens or in the Scrap Book.



PLATE 2.

Special Ruled Practice Paper

Paper specially ruled for the lessons in Business Writing now running in The Journal can be sold to schools at an especially low figure. Prices on application. All product work in business writing is now done where vertical ruling appears, and it is only a question of a short time when this kind of paper will be used universally in school work. It is more economical, because pupils use all the space—there is no chance for waste.

PENMAN'S ART JOURNAL, 229 Broadway, New York City.

The most popular pens are

ESTERBROOK'S

MADE IN ALL STYLES



Fine Points, A1, 128, 333
Business, 048, 14, 130
Broad Points, 312, 313, 314
Turned-up Points, 477,
531, 1876

Esterbrook Steel Pen Mfg. Co.,
Works: Camden, N. J. 26 John St., N. Y.

DON'T SCRATCH.
12 STYLES OF PENS FOR
ARTISTIC WRITING SENT ON
RECEIPT OF 10 CENTS
C. HOWARD HUNT PEN CO., Camden, N. J.



THE STAMP OF QUALITY

Dixon's AMERICAN Pencils

are manufactured of the best materials procurable and with careful attention to secure perfection of every detail of grading and finish. If your dealer cannot give you exactly what you want, tell us and send 16 cents in stamps for generous samples.

In writing, mention Penman's Art Journal.
JOSEPH DIXON CRUCIBLE CO.,
Jersey City, N. J.

Teachers Wanted!

We want a number of experienced men who can handle the commercial subjects and Gregg Shorthand for high schools in the Eastern States.

The adoption of Gregg Shorthand in many schools next season depends largely upon our being able to supply teachers.

By our free course of lessons by correspondence, teachers can easily acquire sufficient knowledge of the system to teach it successfully next season.

If interested, write to us now.

The Gregg Publishing Company

1123 Broadway, 151 Wabash Ave.
New York. Chicago.

Teachers Wanted!

A number of teachers are wanted to teach the Byrne Simplified Shorthand in Business Colleges and High Schools. Better salaries are paid teachers of the Byrne Simplified than of any other system, as the wonderful simplicity, legibility, and speed of the system enables a teacher to turn out practical trained stenographers in almost half the time required with other systems, thus doing the work which previously required two teachers.

Teachers' course Free. Write for particulars.

Sample copy of text book, \$1.00 postpaid.

BYRNE PUBLISHING CO.,
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PENMEN AND CARD WRITERS!

Send for samples of our new and beautiful illuminated scroll cards in colors and gold; also one color scroll, motto, Lord's Prayer and comic cards.

Samples are free for stamp.

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I Teach Penmanship By Mail



Finest of copies; complete instruction through criticism. No better courses given by any one. I send my pen-work to every State in the Union, Canada and Mexico. My finest Cards and Writing, any style, any color, the best you can get anywhere, 25 cents per dozen. Ornamental caps, 20 cents. Fine Scrap Book specimen, 10 cents. If interested write for my Journal. Inclose stamp. Address

M. A. ADAMS, President
Marietta Commercial College, Marietta, O.

PAPER!

We have about 38 reams of 1000 sheets penmanship practice paper we will close out in one lot at 75c a ream, cash with order. This is a bargain.

KINSLEY-DRAKE CO.,
Trenton, N. J.

A PERFECT MEMORY FOR NAMES AND FACES

or anything else that you desire to remember. You would be willing to give anything within reason for such a memory, and now you can have it for a very small sum, plus a little effort on your part. THE NATURAL MEMORY SYSTEM shows you how to employ the same methods that the emotions use in giving you a perfect memory of all the details of anything that you love. This is the method used by all great men and women, and you can make it spell success for you. If you want to have a perfect memory for names and faces; to secure command of excellent English; to spell well; to have all of your information available for instant use, send for a copy to-day. Price 50 cents. P. D. Snow 170 Main St., Hornell, N. Y.

PENMANSHIP SUPPLIES

THE JOURNAL will send the following supplies by mail for the prices named (stamps taken):

Socnecken Broad Pointed Pen for Text Lettering, set of 11, 25c.

Double Holder for Socnecken Pens—Holds two pens at one time, 10c.

French India Ink—1 large bottle by mail, 50c.; 1 dozen by express, \$5.00.

Gillott's Double Elastic E. F. No. 604 Pens—A medium fine pen. 1 gross, 75c.; ¼ gross, 25c.; 1 dozen, 10c.

Gillott's Principality No. 1 Pen—A very fine pen. 1 gross, \$1.00; ¼ gross, 25c.; 1 dozen, 10c.

Oblique Penholders—One, 10c.

Professional Writing

BY W. A. HOFFMAN

Position.—There are so very many good writers who occupy such varied positions at desk and manner of holding the pen that I concluded to give the position described in the Spencerian Theory of Penmanship, and from that each one will naturally acquire a position and manner of holding pen peculiar to himself.

Front Position.—Sit directly facing the desk, near to it, without leaning against it, with the feet level on the floor and the forearms resting lightly on the desk in front at right angles to each other. Let the right arm rest lightly on the muscle forward of the elbow; keep the wrist above the paper and rest the hand lightly (on a blotter) on the nails

as we usually use in business writing, and later the shaded. Now, these letters are supposed to be made with the oblique holder and 604 E. F. pen, but by experience I have found it a good plan to use for the preliminary work a straight holder and rather coarse pen; it has a very quieting effect on one's nerves. Then for the shading work take the oblique holder and fine pen.

I have given the small letters to correspond with the capitals. *O, c, e, a, d* are made much the same as in business forms except the *d*, which should be shaded slightly at the top, after which it should be touched up squarely. Be careful not to make the shade too heavy or carry it down too



of the third and fourth fingers, which should touch the paper directly under the palm. Adjust the paper so that the right arm will be at right angles (nearly) to the lines on which you are to write. Hold the paper in place with the fingers of the left hand.

Pen Holding.—Take the holder between the first and second fingers and the thumb, allowing it to cross the second finger at root of nail. The end of the thumb touches holder opposite the lower joint of first finger, the thumb slightly bent. Holder dropped a little below the knuckle point. Tip oblique part of pen so that both nibs will touch squarely. Rest third and fourth fingers on nails, or rest on fourth finger only, position many penmen use.

Always practise movement exercises for a few minutes at least before writing letters. In the accompanying lesson I have given the direct oval exercise. First the skeleton form,

far. Practice the small letters across the lines, writing possibly four or five in groups, a letter on each line, then group several letters, then in words and finally in sentences.

The capitals are all made with the forearm movement. With the oblique part of the pen tipped a little, it gives a touch that enables one to make a short smooth shade. For instance, in capital *C* the shade should not extend below (not much, at least) the crossing. This shade is difficult at first, so do not despair if you do not accomplish it at once. The *O* is a very difficult letter and should receive careful practise, keeping lines parallel as far as possible. Vary it by using shade alternately on first then on the second down stroke. *E* is much like *C*, with the small loop in the middle shade above or below the small loop, and the large oval dropping below the base line as in *C*. Strive to get the shade short and high in *A*.

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Other texts suggested for your examination at this time are: Lyons' Commercial Law, Modern Business English, Stenographer's Business Practice, Dictation Studies, Popular Dictionary.

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"Why?" asked his mother.

"Because," replied George, "second-hand books are easier than new ones, for they have been learned once."—*The School Journal*.

Students Own Page

1. A specimen of my plain penmanship
2. If you desire to become a good writer
3. Good business writing is in demand. Got
4. Pay Peter P. Pine Four hundred Pennies
5. If you desire to become a good writer
6. Specimen of my business penmanship
7. I am gaining some in my writing.
8. If you desire to become a good writer "
9. Good companions encourage good morals
10. Keeping everlastingly at it brings success.
11. Young man young woman, learn to write



The specimens for this month were written by the following:
 1.—Marie Kettig, pupil of J. M. Schroepe, Public Schools, Pottsville, Pa. 2.—D. S. Morgan, pupil of H. C. Joy, Douglas Business College, Uniontown, Pa. 3.—Walter Volkmer, pupil of C. J. Potter, Elliott Business College, Burlington, Ia. 4.—Frances Mass, pupil of F. B. Hess, Henley School, Brooklyn, N. Y. 5.—M. C. Leipholz, pupil of A. M. Wonnell, Ferris Institute, Big Rapids, Mich. 6.—Hans Nelson, pupil of A. K. Feroe, Lutheran Normal School, Madison, Minn. 7.—Florence Marshall, pupil of G. H. Van Veghten,

Public Schools, Poughkeepsie, N. Y. 8.—N. Nakane, pupil of H. L. Arnold, Western Business College, Moose Jaw, Sask. 9.—Minnie Harris, pupil of E. O. Draper, Moscow, Idaho, Business College. 10.—Arleigh K. Swanson, pupil of O. O. Gates, Jamestown, N. Y., Business College. 11.—Martha M. Muntzel, pupil of S. C. Bedinger, Hill's Business College, Sedalia, Mo. 12.—Loretta Sturn, pupil of St. Mary's Academy, Monroe, Mich. 13.—Lena Metsch, pupil of J. N. Fulton, International Business College, Ft. Wayne, Ind. 14.—Fannie Davis, pupil of E. A. Young, Euclid School, Brooklyn, N. Y.

WANT ADS.

Classified Advertisements will be run under the above head for 5c. a word, payable in advance. Where the advertiser uses a non de plume, answers will be promptly forwarded.

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OWNERS OF BUSINESS COLLEGES who require commercial teachers, penmen, or shorthand teachers (Isaac Pitman), should communicate with W. J. Elliott, principal of the Elliott Business College, Toronto, Ontario. We make specialty of preparing the students, who have formerly been public school teachers, for teaching in business colleges. State salary.

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PENMAN'S ART JOURNAL

VOL. 33

NOVEMBER 1908

NO. 3



FLOURISH BY L. M. KELCHNER, HIGHLAND PARK COLLEGE, DES MOINES, IOWA.



CLUBBING season which had started a little slowly, as we expected it would, has now assumed the most promising aspect. When the schools opened there was uncertainty in the air, but this has entirely disappeared. Everywhere there is enthusiasm and confidence and this is reflected in the magnificent clubs we are receiving. We now have every reason to believe that November will be one of the best clubbing months in the history of the magazine. When the business outlook is poor and the pupil feels that the result of his work in the business school is uncertain, so far as securing a good position is concerned, he is likely to hesitate about spending even so small an amount as that asked for *The Journal* unless it is absolutely necessary; but when he feels, as all pupils should feel now, that the result is

merely a question of personal fitness, the wise pupil will not overlook the opportunity to increase his proficiency in so important a branch as penmanship by subscribing for a publication which can be of so much service to him.

That the course of lessons in business writing now appearing in *The Journal* is fully appreciated is being demonstrated daily to our complete satisfaction. Months ago we knew we were preparing the best course ever undertaken, but were not certain of our ability to convince teachers generally that such was the case. From letters received in the past few weeks, however, we find that the doubt was needless, for recognition of the superior quality of these lessons was instantaneous. Kind words have been received from all parts of the country, and the best of them from those best fitted to judge.

The Penman's Art Journal

PUBLISHED BY
THE NATIONAL PENMANSHIP PRESS
 HORACE G. HEALEY, EDITOR
 229 BROADWAY, NEW YORK

TWO EDITIONS.

THE JOURNAL is published monthly in two editions.
 THE PENMAN'S ART JOURNAL, 32 pages, subscription price 75 cents a year, 8 cents a number.

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CHANGE OF ADDRESS.

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

As we have repeatedly said, The Journal does not aim to take the place of the penmanship teacher. That the magazine has, unaided, been the means of making fine penmen from the most unpromising material is unquestionably true, as scores of letters received in this office in the past bear witness, but the real purpose of this publication is to supplement the work of the teacher and make it possible for him to get the maximum of results in the minimum of time. The average length of time the commercial or shorthand pupil is in school is not more than six months, and in this short period he is expected to master such branches as will make him of value to the business man, in the business office. One of the most notable deficiencies of pupils entering business schools is in writing. They come with that cramped hand, born of finger movement and the laborious drawing which they learned from the copy books. If speed is attempted the writing degenerates into an almost if not utterly illegible scrawl.

It is this material that the teacher of writing must take and work over into something which will be a credit to the school, and it is surprising even to the initiated that there are so few cases of failure to develop in the pupil in so short a time a rapid, legible business hand, which to the average business man is all there is any occasion for. And it is to help bring this about that The Journal has directed its efforts—that it has succeeded is testified to daily when the letters are received from the most progressive teachers of writing in the country enclosing long lists of names. That the pupils appreciate the value of the magazine when once they become accustomed to having it before them is shown by the anxious letters received in this office when by some mischance an expected issue fails to arrive.



C. A. FAUST.

The man behind the Auto Pen & Ink Mfg. Co., Chicago, Ill. Sixteenth of a series of "Men Behind Great Business Enterprises Closely Associated with Commercial School Interests."

With this number of The Journal we repeat some of the movement drills given in the earlier lessons. Pupils whose subscriptions commence now will, therefore, have every advantage enjoyed by those subscribing in September. The success of the lessons is now demonstrated and it is desirable that no opportunity to have the magazine placed in the hands of pupils in writing should be overlooked. November should be the teacher's harvest time for subscriptions, the preliminary work of getting the classes under way has been completed and every one is settling down to the long, strong pull for results. The teacher will find his work easier if The Journal is in the hands of his pupils. He will find that results are more quickly obtained. The pupil will find that his interest is easily maintained and that the inspiration furnished by the teacher during the class hour is continued throughout the day. Don't think about us in connection with this, consider only the benefit to both teacher and pupil which will result from having such a publication as this in the hands of the latter.

PINK WRAPPER

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to publish the date of expiration each month) is an additional cost to us; but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

CHANGE OF ADDRESS—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clubber or teacher who sent in your subscription, but write to this office direct.

"The September number is a wonder. It should be in the hands of every pupil in the United States."

ERNEST VOSS, Waco, Texas.

Spencerian Business Writing

FOR BEGINNING PUPILS

BY *Edwards & Healey*

LESSONS IN FREE-ARM MOVEMENT WRITING.



HIS course of lessons is the result of the combined efforts of Edward C. Mills, the noted Script Writer, and Horace G. Healey, the Editor of The Journal. Every feature has been tested in the crucible of the class room, and nothing but the pure metal remains. We promise the highest possible improvement to all who conscientiously follow the course. It is expected that pupils will do at least one hundred pages of practise work each month. Certificates will be granted to all who meet the necessary requirements.

MATERIALS.

PAPER—Use a good quality of paper, eight by ten and a half inches in size. Whenever the time can be had to do so, the paper should be ruled into quarters, as shown in the lessons. The quarters may be indicated by check marks, making the middle check mark first. A little time can be profitably spent in eye training of this nature. Have at least two blank sheets under the one on which the writing is being done.

PENS—For Business Writing use a business pen. Any of the following will give very satisfactory results: Esterbrook, Business and College, No. 453; Hunt, University, No. 59; Gillott's Magnum Quill, No. 601 F; Spencerian, Commercial, No. 3. Use a new pen at every lesson.

INK—Use a blue black fluid ink, the darker the better.

AMOUNT OF WORK TO BE DONE.

From one to five pages of each lesson should be written, whether it consists of a Letter, a Word or a Sentence. All Product Work should be filed away for grading and comparison.

MONTHLY SPECIMENS.

At the beginning of the course, and on the first Monday in each month, each student should prepare two specimens of writing, one to hand to the teacher, the other to be retained by the pupil himself. These specimens should be worded as follows:

This is a specimen of my best penmanship. Date. _____
 Nine men went mining in a mine. State. _____
 A set of capitals written in two lines. Signature of the writer. _____

FREE CERTIFICATE.

A Free Certificate will be awarded to one pupil in each school who, in the judgment of the teacher, has made the greatest improvement. These Certificates are to be awarded March 1, 1909.

FORM.

Form is taught concurrently with Position and Movement. The type form of the Letter is used as the basis. This is done that learners may see the resemblance existing between the two forms in Shape and Proportion.

SPEED.

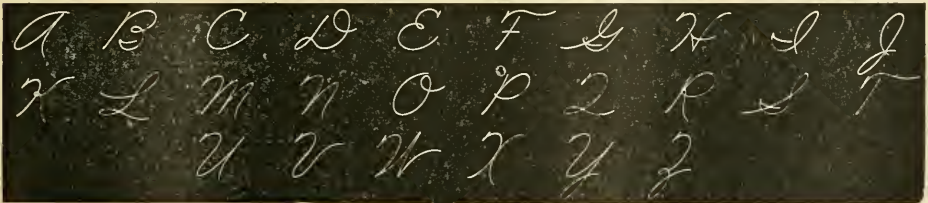
That the desired quality of line may be obtained, it is very necessary to make the exercises at the rate of speed indicated. High speed should not be attempted at first, but should be a resultant acquirement.

PRACTICE WITH DRY PEN.

With a dry pen go over the outline very carefully of each letter. Repeat this fifty times. It will accustom the muscles and nerves to the Letter Track. Each letter has a little track of its own, and the muscles must be accustomed to making the trip. These tracks are very narrow.

HOW TO PRACTISE.

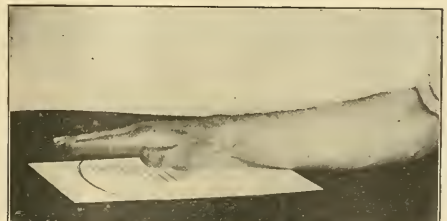
Assume and maintain a correct position at the desk. Take paper and check off into Quarters. Practise dividing these Quarters into Eighths. This will be necessary in order to have a definite guide as to proper direction for the down strokes. Then "STOP, LOOK AND STUDY." Do not plunge ahead blindly and trust to luck—letting your hand do your seeing and thinking. The eyes are to see the letters, the head to understand them, and the hand to make them. Read the brief instructions carefully. Be sure that you understand them. The first line shows the make-up of the letter; the second, how to practise it. You should devote at least one-third of your practise time to the first line, and two-thirds to the second line. Always count, either aloud or to yourself, while practising. Later on in the course it will be possible for you to keep the count and not move your lips.



STANDARD BUSINESS CAPITALS—AS PLAIN AS PRINT.



No. 1.



No. 2.

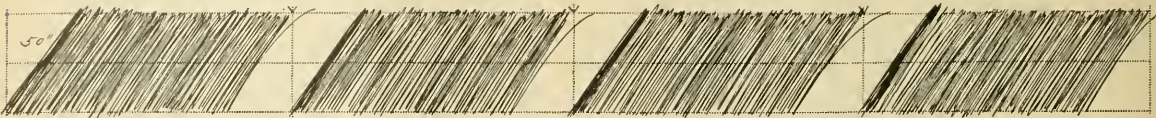


No. 3.

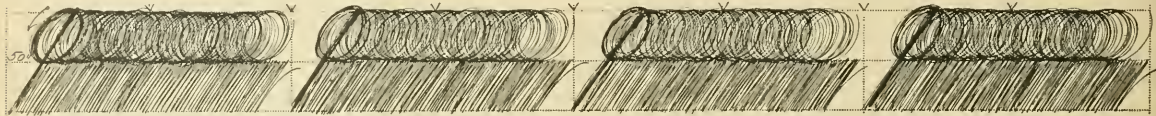


No. 4.

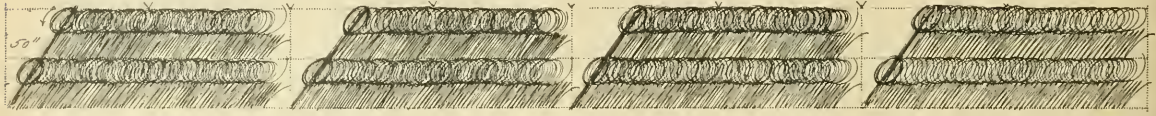
Cuts 1, 2, 3, 4 show the position of the hand in the various physical training drills which constitute a very important part of proper hand and arm training. During the first few months of practice much time should be devoted to this kind of work—the pupil letting his penholder lie upon the desk, devoting all of his attention to the muscles of the arm.



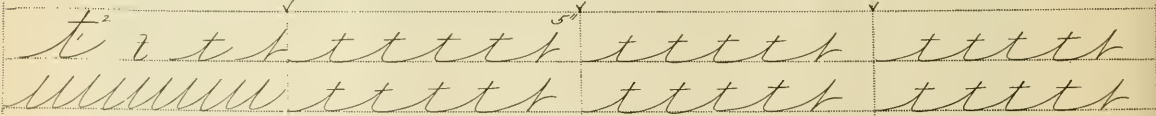
COPY 1—Divide the line into fourths and then divide the fourths into eighths. This will divide the line into inches. Next bisect the left-hand inch in each quarter to give the slant to the exercise. Make ten retraced strokes, and then move forward until the upper part of the exercise comes up to the end of the quarter. Keep the slant uniform throughout.



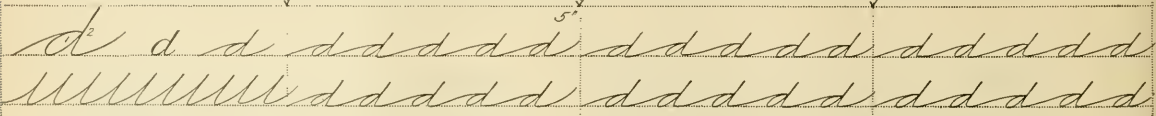
COPY 2—Divide the line, as in copy 1, to get the proper direction for the Oval and Straight line. Make the exercises one space in height.



COPY 3—Obtain the proper direction, as before, but make the exercises one-half a space high. The same straight line serves as a guide for all lines. These three drills serve as general drills leading up to the letters *t*, *d*, *p* and *l*, *b*, *h*, *k*.



COPY 4—t. Divide the line into quarters. The first line teaches the form of the letter; the second line how to practise it—a specific drill in the first quarter and three groups of five letters in each remaining quarter. Count one, two, and make ninety per minute.



COPY 5—d. The same directions as for copy 4 apply to this letter. Notice how the letter resembles the printed form. Count one, two, making ninety per minute.



COPY 6—p. Follow the same directions as given for copy 4. While making the letter count one, two, and make ninety per minute.

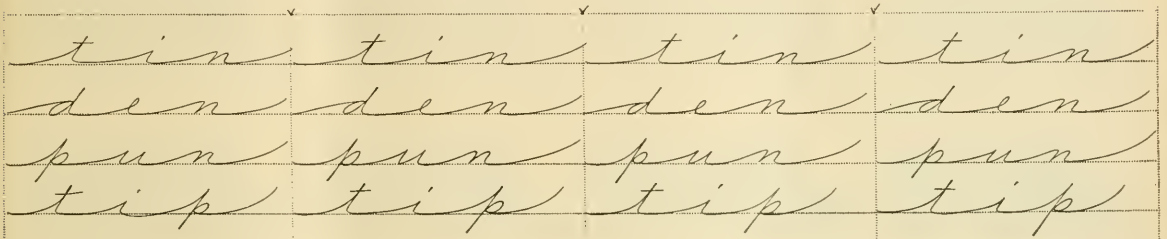


No. 5.

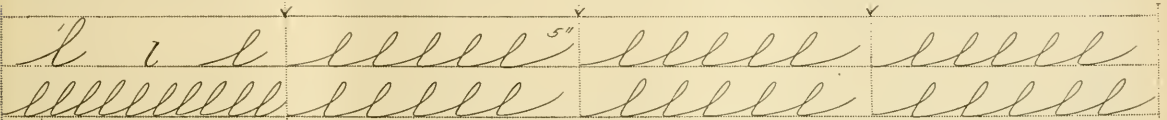


No. 6.

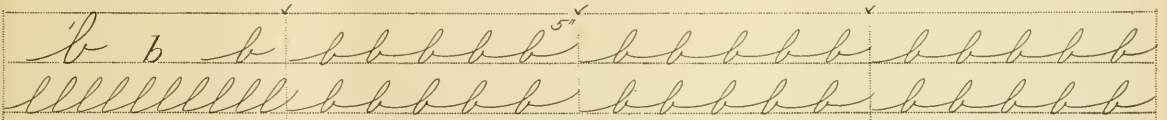
Plates 5 and 6 show how the pen should be held in the hand. Notice how the fingers all re-enforce one another, how the wrist is raised from the paper—the hand glides on the ends of the nails of the third and fourth fingers. Turn the page sidewise when studying cut 6. Notice how the top of the penholder points over the right shoulder just as a person would hold a gun.



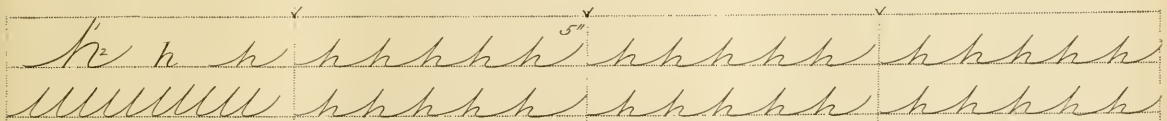
COPY 7—Make an entire page of each word. Compare your work frequently with the copy, and learn to pick out your errors. Think while you practice. Notice that in these words only letters that have been taught are used.



COPY 8—l. Study the exercise before practising, and strive to make each one better than the preceding one. Notice that the finishing stroke is brought up as high as the small i. Count one and make one hundred and fifty per minute.



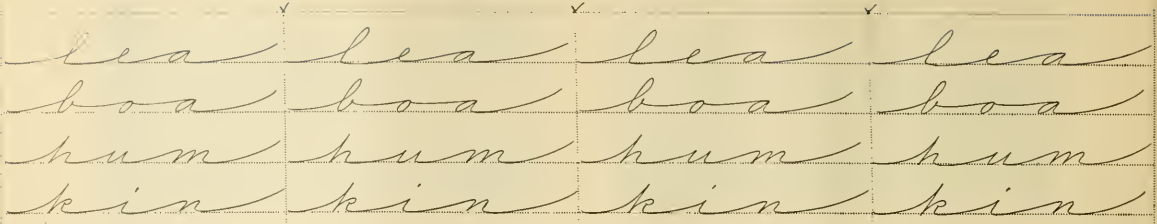
COPY 9—b. Note that the first part of this letter is the same as the first part of the l. The second part requires more time, as there must be a complete stop before making the finishing stroke. Count one for this letter, making one hundred and fifty per minute.



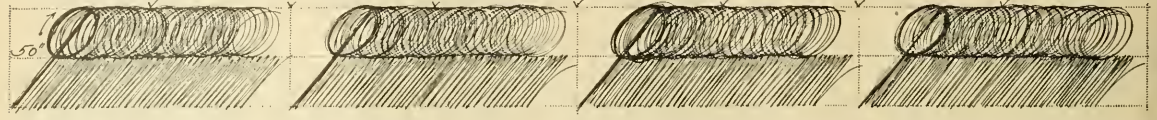
COPY 10—h. The first part of this letter is the same as the first part of the t. Do not slight the second part, and do not stop too short with the finishing stroke. Count one, two, and make ninety per minute.



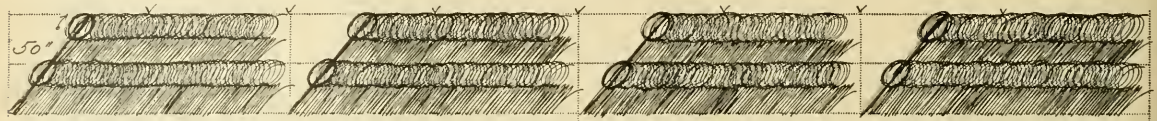
COPY 11—k. The first part of the k is the same as the h. Watch the second part carefully and take full time to finish it properly. Count one, two, three. Make sixty per minute.



COPY 12—One full page of each word should be made. Guard against writing merely to fill a page. Good writing will only become a habit when it is developed by *thoughtful* practice. Stop after you have written several lines and criticise your work. Make four words to the line as shown in the copy.

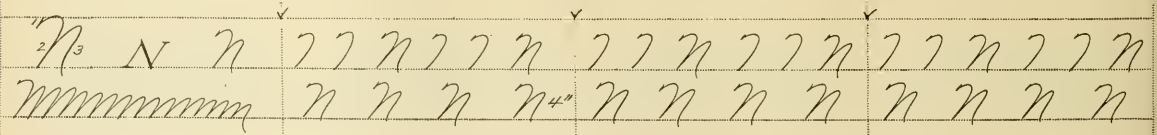


COPY 13—Make the guide line or post, and then execute the Indirect Oval Drill, but make it only one ruled space high. Fifty down strokes to each quarter. Three down strokes per second.



COPY 14—Make the guide line or post as before, but make the Compact Oval and Straight Line exercise one-half space high. Fifty down strokes to the quarter. Three down strokes per second.

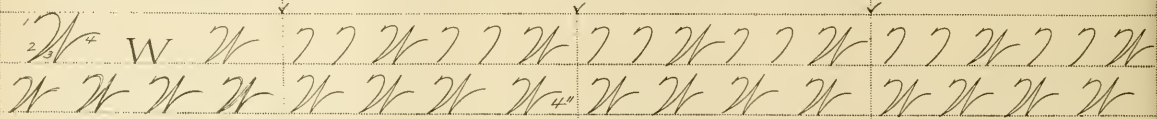
The two foregoing plates are drills on the Indirect Oval Movement. These are very valuable General Drills, leading up to the capitals that follow. The pupils should spend considerable time on these before taking up the capitals.



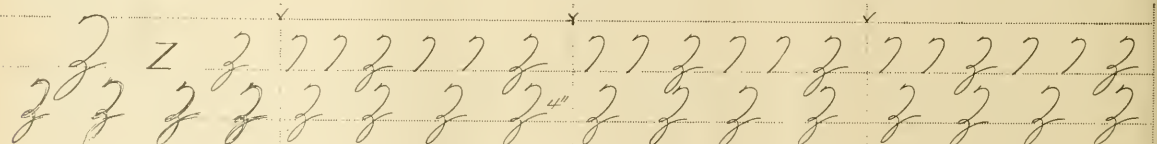
COPY 15—*N*. Use care in writing the exercises in the first quarter. Do not lift the pen in practising this letter. Count one, two, three. Write sixty per minute.



COPY 16—*M*. Follow the instructions given for copy 15. Count one, two, three, four. Make forty-five per minute.



COPY 17—*W*. Instructions for this letter are the same as those given for copy 15. Count one, two, three, four. Make forty-five per minute.



COPY 18—*Z*. In line one, count one, two; one, two for the preliminary stem, and one, two, three for the completed letter. Make the lower part of the letter smaller than the upper, and keep both parts on the same slant. Write sixty per minute.

Shorthand and Typewriting

THE VALUE OF ENGLISH TO THE STENOGRAPHER



O the stenographer who would make the most of his opportunities—and the word “his” in this case must be assumed to include women as well as men, for there are female stenographers whose incomes exceed those of United States Senators—a mere knowledge of the shorthand strokes and the ability to put them down at the rate of from one to two hundred words a minute so accurately that they can be transcribed on the typewriter at from twenty-five to fifty words a minute, is one of the least of the difficulties to be overcome. The principles of any system of shorthand are not difficult to memorize, and few young people are so lacking in skill that in the course of from six to nine months, sometimes in even less time, they cannot attain a fairly high stenographic speed.

But is the young man or woman who has reached this point necessarily fitted to take his place in the ranks of an exacting profession and make a success of it? On the contrary, if he has not a broad general knowledge, if he has not a good foundation in the common branches, he will find himself so hopelessly handicapped that in all probability he will, sooner or later, in desperation turn his attention to some other line of work with the declaration that there's nothing in shorthand anyway, and any young person is foolish to take it up. And the rock on which a large proportion of the promising stenographic careers are wrecked is the lack of good English.

In no profession is there more demand for good English than in stenography. The lawyer may deliver the most masterly address before a jury with only half a knowledge of the language he speaks. The doctor may practise successfully and round out an honorable career with only an imperfect appreciation of the correct use of words. The preacher in his pulpit may exert a powerful force for right without any comprehension of the principles of grammar, and if he be bright the newspaper man may turn in copy that needs to be entirely rewritten, if only the thought is there. But if the stenographer is lacking in knowledge of English every line he writes on the typewriter will stand like an accusing angel declaring his fault.

There are two conditions under which a stenographer whose English is faulty is sure to fail—if his employer is equally lacking in knowledge and if his employer is not. In the former case the end will come even sooner than in the latter. Thousands of business men pay their stenographers good salaries for not transcribing the sentences as they are dictated, and the moment such a man discovers that he is being made ridiculous before the public through the inefficiency of his assistant he will find it convenient to

make a change. The man who himself knows how the language should be written may have the time and inclination to try to reform his stenographer's English if he has a personal liking for him, but unless the latter appreciates the desperate nature of his need he will soon find himself back to the typewriter agency and later on will be driven to invest the last of his savings in the promise of one of the last resort employment bureaus which are always awaiting the incompetent.

While the personal appearance of the applicant for a position may take the eye of the employer for a moment, and the speed with which the dictation is taken when the test is given will have its due influence, the final and decisive test is the letter laid before him. If it is properly constructed and properly punctuated, notwithstanding the fact that it may have been dictated as one continuous sentence without break or pause, the personal appearance of the stenographer may be forgotten and his lack of speed overlooked. But if the imperfect English tells the story of opportunities wasted the employer will rightfully conclude that the opportunities of his office will receive no greater consideration at the hands of his new assistant.

The failure which is ascribed to a dozen causes by the discouraged applicant which leads to his dismissal from place after place for whatever reason the employer may feel inclined at the moment to give, will in a vast number of cases be found due to inability properly to handle the English language. And until he appreciates this fact he will be unable to understand how it is that other young people with less native ability, perhaps with less energy and many apparent defects, will be so uniformly successful while he is unable to hold a position. The beginner must be brought to realize that no success is possible in his work unless he is capable of something better than he is doing, and even if his slovenly work is tolerated because it can be had for little money advancement will pass him by. Promotion will come to others, but not to him, and at last he will become such an eyesore that he will be given to understand that he is not a desirable member of the force.

Because English for the stenographer is taught in shorthand schools as a side issue it must not be understood by the pupil that it is regarded as unimportant. It is given the secondary place in such institutions because teachers assume that their pupils will come to them prepared for the work. And the young man or woman who rebels at what he calls the unreasonable demands of his teachers when they learn his deficiency and insist upon his making a special study of English in connection with the stenographic course will learn later on, if he does not then heed their admonitions, that they were not, as he tried to believe, trying to hold him back



Exercise C. Make the first part of the *c* exactly the same as the *e*. Finish with a dot, which should come below head line about one-fifth of a space. Do not make dot too light or else the letter will appear weak.

Exercise E. The introductory stroke of the *s* is exactly

large to assist you in making them. When you feel that you have done your best on the copies given in this lesson, send me a line of each, being careful with the slant, spacing and finishing. Address F. W. Martin, 100 Boylston street, Boston.

Exercise I. The *t* is a continuation of the small *i*. It is

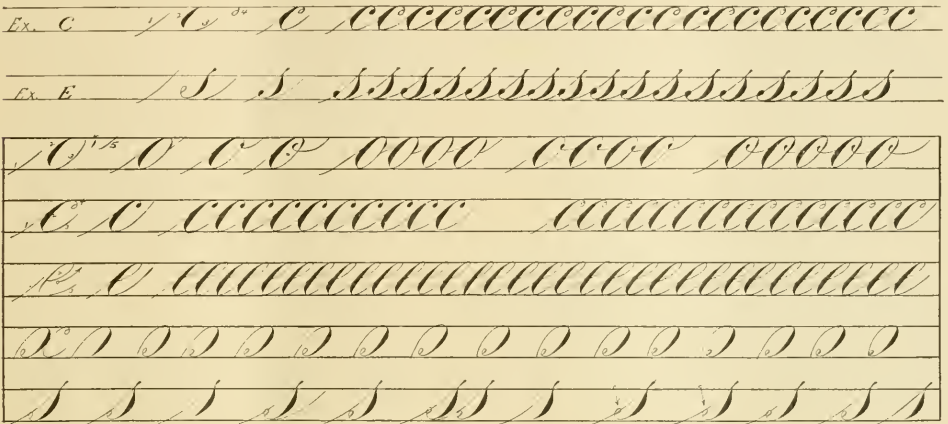


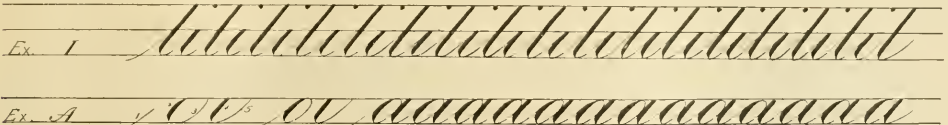
PLATE I.

the same as the introductory stroke of the *r*. Lift the pen at the end of the introductory stroke, and make the shade commencing at the head line. Terminate shaded stroke before the base line is reached, finishing with a dot, which should rest slightly above the base line and on the introductory stroke. Finish the top of the introductory stroke with a slight pressure of the pen to add to the strength of the letter.

Plate 1. The principles presented in this plate were drawn

one space higher. The *t* is crossed one and a half spaces above the base line. Modified *t* is taken up later.

Exercise A. The first part of small *a* is like the *o* except that it is narrower, the second part is a small *i* omitting the dot. Some engravers do not permit the two parts to touch and add a slight shade to the hair line as in the *o*. This is a better form, but for commercial purposes I give the first style preference.



(Continued from page 14.)

by insisting that he learn English when he came to school only to master shorthand.

English may, in a few business schools, be an elective and the pupil, no matter how great his need, may be permitted to take it or not as he chooses, but it is not an elective in the business office. The day of the inefficient stenographer is gone by and the amanuensis who is deficient in his English is the most hopeless and the first to go.

A TEACHER'S CERTIFICATE

Since the appearance of the present series of copies in THE JOURNAL there have been several inquiries regarding the issuance of a certificate especially designed for teachers who complete the course. Arrangements are now perfected whereby a beautiful certificate will be issued to all who practice faithfully the copies now running.

Full particulars regarding the requirements will be announced shortly.

Lessons in Flourishing

BY
M. B. Moore

I hope that you practised carefully on the copies given for October, and that you made splendid progress. Be sure to watch the sets of strokes to which I called special attention last month.

For November I present several exercises, and believe you will have a good month's work if you master them. The exercises on plates 1, 2 and 3 prepare the way and lead directly up to the scroll designs shown on plates 4 and 5. The X, Y, Z sets of strokes on plates 2 and 3 are simply the reverse form of the A, B, C sets. The exercise on plate 3 is a modified form of the one on plate 2, and is very effective in rapid dashy work.

The small figures on the strokes indicate the order in which they are to be made.

WOULDN'T THAT WORRY YOU?

An excursionist to one of the parks reached by the Old Colony Street Railway Company's lines was about to walk into an eating house for some lunch, when his eye caught the sign: "Dine here and you will never dine anywhere else." Then he sidestepped.—*Tri-State Tourist.*

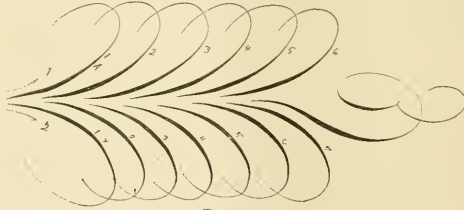


PLATE 1.

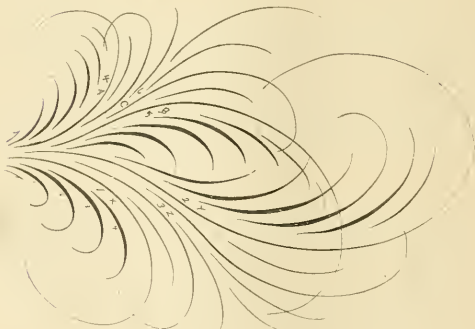


PLATE 2.

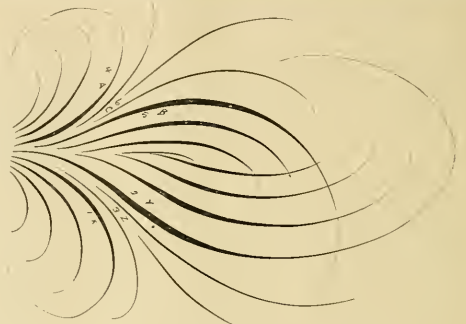


PLATE 3.

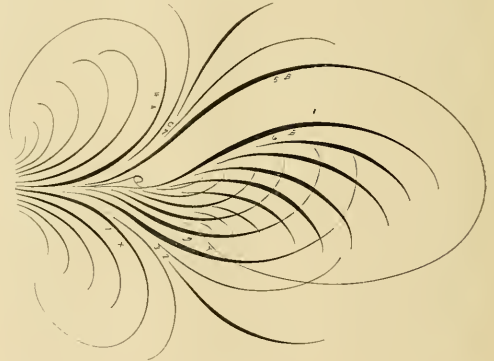


PLATE 4.

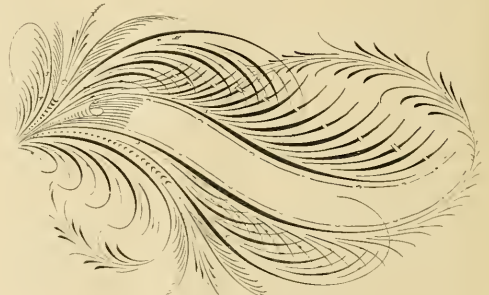
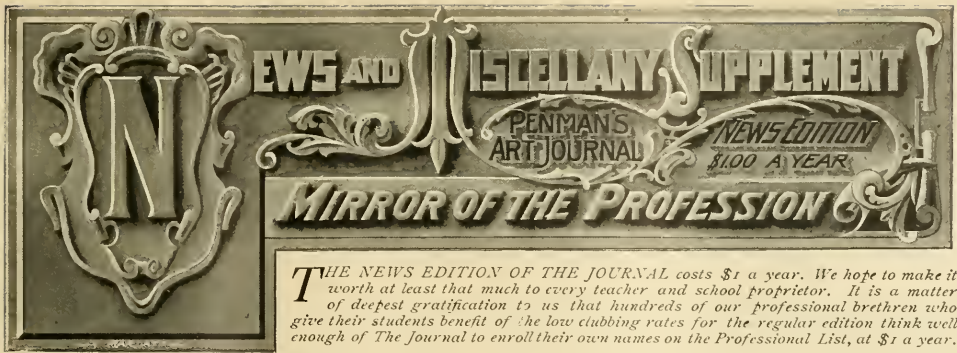


PLATE 5.



*THE NEWS EDITION OF THE JOURNAL costs \$1 a year. We hope to make it worth at least that much to every teacher and school proprietor. It is a matter of deepest gratification to us that hundreds of our professional brethren who give their students benefit of the low clubbing rates for the regular edition think well enough of *The Journal* to enroll their own names on the Professional List, at \$1 a year.*

RECENT JOURNAL VISITORS

- M. F. Bellows, Drake Business College, Newark, N. J.
- Carl C. Marshall, Goodyear-Marshall Pub. Co., Cedar Rapids, Ia.
- M. M. Van Ness, Hoboken, N. J., High School.
- W. H. Vernon, Packard School, N. Y.
- A. J. Scarborough, Commercial High School, Brooklyn.
- W. H. Patten, Merrill College, Stamford, Conn.
- N. A. Fulton, Merrill College, South Norwalk, Conn.
- C. G. Prince, Supervisor of Writing, Bridgeport, Conn.
- W. S. Greene, Jersey City, N. J.
- C. H. Larsh, Miner's Business Academy, Brooklyn, N. Y.
- E. J. Ryan, Eastern District High School, Brooklyn, N. Y.
- C. B. Adkins, Drake Business College, Jersey City, N. J.
- L. Madarasz, New York City.
- W. E. Dennis, Engrosser, Brooklyn, N. Y.

NEWS NOTES

- Miss Grace B. Cooper is a new teacher in Browne's Business College, Brooklyn, N. Y.
- C. M. Miller, of Coudersport, Pa., is the new commercial teacher in the Oakland, Md., High School.
- Miss Margaret Demarec has accepted a position with Kennedy's Business College, Rushville, Ill.
- C. L. Butcher, of Chicago, takes charge of the new commercial department in the Decatur, Ill., High School.
- Charles A. Ehlers, of West Alexandria, Ohio, will have charge of the commercial work this year in the Tri-State Business College, Cumberland, Md.
- O. E. Robinson, formerly of Seattle, is now with the Heald Business College, San Francisco.
- William H. Kulintz, of Paynette, Wis., follows B. F. Hart in the La Salle and Peru Township High School, La Salle, Ill., and Miss Olga Vondrack, of Chicago, takes charge of the shorthand department.
- Miss Mary Gallagher, of Brown's Business College, Galesburg, Ill., takes a position with one of Mr. Brown's St. Louis schools to teach shorthand, and A. C. Owings, formerly with Brown's Business College, at Decatur, Ill., and more recently with the MacCormac Schools, Chicago, takes a position as commercial teacher in Mr. Brown's St. Louis school.
- C. E. Dwight now has charge of the shorthand work at the Tri-State Business College, Cumberland, Md.
- Miss Mary Bingham, a recent graduate of the Teacher's Normal Course, of the Rochester, N. Y., Business Institute, has accepted a position in the commercial department of the North Tonawanda, N. Y., High School.
- A. B. Opfer, last year with Tilford Academy, Vinton, Iowa, has charge of commercial work in the York, Neb., Business College.

A. J. Drossart, a Ferris graduate, is commercial teacher in the Cream City Business College, Milwaukee.

The new principal of Heald's Business College, San Francisco, Cal., is A. W. Dudley, formerly of Marshalltown, Ia.

M. B. Roaney, a Ferris graduate, has been elected commercial teacher in Heald's Business College, Reno, Nevada.

A. E. Marston goes from the Bay City, Mich., High School to the Wichita, Kan., High School.

Mr. Carter, late of the Central Business College, Toronto, Ont., has joined the staff of the Duluth, Minn., Business University.

A. C. Berry, who sold his school at Rochester, N. H., during the Summer, is now with Huntsinger's Business College, at Hartford, Conn.

C. V. Crumly is the new commercial teacher at the Enid, Okla., High School.

Harold Mitchell, a graduate of Colby College, Waterville, Me., has charge of the commercial department of the East Troy Conference Academy, Poultney, Vt.

Lena McCartney, who was with the Interstate Commercial School, at New Hampton, Ia., last year, will have charge of the shorthand department of Toland's Business University, Nebraska City, Neb., during next year.

A. P. McCarroll goes from the Modern Commercial School, Brockton, Mass., to the Duff School, Pittsburg, Pa.

E. I. Fish, last year with the National Business College, Roanoke, Va., is a recent addition to the staff of the R. M. & S. Schools, Trenton, N. J.

S. C. Coulson, a teacher last year in Brown's Business College, Danville, Ill., will be an assistant in the Bellingham, Wash., Business College during the coming year.

O. T. Johnson, who last year handled the commercial department of the Brownsberger School, Los Angeles, has taken a position, at a munificent salary, as secretary of the Los Angeles Coalinger and the Riley Oil Company, Consolidated. Mr. Johnson is one of our first men in commercial work, and his many friends will certainly congratulate him on the well-merited promotion that he has earned.

Miss May Freligh goes from the Williams Woods College, Fulton, Mo., to take the commercial department of the Junction City, Kans., High School.

J. K. Condon, last year in charge of the commercial department at Lima, Ohio, College, will next year be in charge of the commercial work in the Hillsdale, Ohio, High School.

Conrad Morris, of Swayze, Ind., is now principal of the shorthand department of the American Business College, Pueblo, Colo.

J. W. McCaslin is the new penmanship teacher in the Chicago Business College, following R. W. Ballentine, who is with the Albany, N. Y., Business College.

News of the Profession

The Northwest News, a local paper in Chicago, fittingly refers to the Northwestern Business College of that city, a school which stands in the front rank of business educational institutions. The school has two entire floors of the building at Robey street and Milwaukee avenue, which has been entirely remodelled. J. E. Fish is one of the best known men in the profession, and under his management the school could not fail to be successful.

The Business Man's Publishing Company (Ltd.) of Detroit, which publishes that very successful magazine for business men, The Bookkeeper, gives evidence of its prosperity by moving into new quarters in the new Journal building. Aside from the magazine, these people publish a number of books on business subjects.

Evidently financial depression has not struck in the vicinity of the Heald Colleges, for T. B. Bridges, of the Oakland (Cal.) school, says that business has been exceptionally good so far, and indications point to a very successful school year.

Another business school which has every reason to expect a good year, according to the report of its principal, who sends in a large club, is the Cortland (N. Y.) Business Institute. He says he wants his pupils to have the benefit of the course of lessons in business writing now being conducted in the Journal.

A full account of the wedding of D. L. Musselman, Jr., secretary and manager of the Gem City Business College, referred to in the October Journal, appeared in the Quincy (Ill.) Daily Journal, which says of the young couple that "both have the sincere good wishes of a large circle of friends, all of whom hope that their married life may be as bright and beautiful as their marriage day." This sentiment is echoed by the Journal.

Highland Park College, at Des Moines, Iowa, which maintains both literary and commercial departments, reports a marked increase in attendance over last year, the business department being one-third stronger "and a splendid class of young people, all hungry for an education." No schools draw a more ambitious and capable class of pupils than those of the Middle West, and those from the agricultural States are certain to have a high percentage with a definite purpose to succeed and a full conception of their own responsibility for the results of the teacher's efforts in their behalf.

R. S. Cottrell, superintendent of writing at Logansport, Ind., thinks so highly of the Journal that he stopped long enough on his return from a successful fishing trip, with a string of forty-four victims, to congratulate us on the course. He was lured from Elwood, Ind., to Logansport by an offer of a higher salary.

Carl G. Solburg, a pupil of C. W. Ransom, has been appointed to the post as teacher of penmanship in Bayless Business College, Dubuque, Iowa, left vacant by the death of F. E. Merriam.

During September two conventions were held under the auspices of the Remington Typewriter Company, one of the North American and the other of the European organization of the company. The former was held in New York and

the latter in London. The New York meeting was attended by all the Remington branch office managers in the United States, Canada and Mexico. They assembled at Iliou, N. Y., on September 1, and after a day spent in the inspection of the factory they left by special train for Albany, where the night boat was taken for New York. The three days' convention which followed was held at the Oriental Hotel, Manhattan Beach.

Among the earliest clubbers of the season were M. F. Bellows and J. H. Park, of Drake Business College, Newark, N. J. Owing to an error on the part of the printer, their record of ninety names did not appear in our regular clubbing list in September. From present indications they will surpass that figure during the present season.

The Marietta Commercial College reports a fine enrollment in September and bright prospects for many additions before December. The school is located in one of the best regions in Ohio, and is being loyally supported by the young people of that vicinity.

Rogers & Allen's School, Fall River, Mass., defied the general financial depression, and opened with an increase in enrollment of 75 per cent over last year. Mr. Allen also makes the encouraging report that a better class of pupils is attending the school each year, more than 50 per cent of those enrolled this year having attended the high school for from one to four years. The people of Fall River seem to appreciate that business education pays the best dividends to those who are best prepared to take up the work.

George Oakley, president of Columbia College, Paterson, N. J., writes that the boys and girls of his school derived a great deal of inspiration from the September number of The Journal. He is especially pleased with the Young Woman's Page. It is the purpose of this magazine to make this page, as well as the page for young men, interesting and helpful.

All of the old teachers, and, of course, all the new members of the profession, will be very glad to look upon the countenance of Charles A. Faust, author of the Faust Method of Muscular Movement Writing. Mr. Faust is now the sole proprietor and publisher of this work on penmanship. For more than twenty years he has occupied a position in the front rank of America's penmen, and excels not only in execution, but in teaching. For a number of years Mr. Faust devoted his entire time to travelling over the country giving lessons to teachers and children, visiting both public and parochial schools. This experience is valuable to him in bringing his methods down to the understanding of the learner. In his compendium he makes valuable use of the sub-division of lines, the first compendium using this of which we are aware.

He is treasurer of the National Commercial Teachers Federation, having been elected each year for a great many years without opposition.

"I received the September issue of The Journal, and like it fine. The course in business writing is the best I have seen."
E. A. Bock, Salt Lake City, Utah.

CONVENTION NEWS AND NOTES

Owing to delay in preparing the programme of the National Commercial Teachers' Federation, to be held in Indianapolis, on December 28, 29 and 30, we are unable to publish it in full in this issue. Needless to say, the convention will be one of the greatest interest to every teacher, and no one should neglect the opportunity to be present. Those teachers who have never before attended should go this year in order to find out why their progressive associates lay their plans early in the season in order that nothing may interfere with their attendance at the convention holiday week.

Every profession and line of business recognizes the necessity for more or less frequent gatherings for the discussion of matters of mutual interest, and those who have spent so much of their time during the past few months arranging for the convention have a right to expect that commercial, shorthand and penmanship teachers, as well as school managers, will respond to the call and turn out in a body to give others the benefit of their experience and learn from the experience of others. This is the purpose of the convention, and from a financial standpoint it pays big dividends on the investment of time and money. Indianapolis is one of the most accessible points in the United States, and is an ideal convention city. Everything possible has been done to make the gathering a source of great pleasure and profit, and it only remains for the teachers themselves to crown with success the efforts of those having the matter in charge by being present from start to finish.

INDIANA TEACHERS TO MEET

The Commercial Teachers' Association of Indiana will hold its annual convention in Indianapolis on Friday and Saturday, November 27 and 28, 1908. A strong programme is being prepared and an unusually good meeting is expected. Our friends in neighboring States are cordially invited to meet with us.

Complete programme will be ready for mailing by November 1. Very respectfully,

E. J. HEEB, Chairman Executive Committee.
S. H. EAST, President.

THE STATE CHAMPIONSHIP SPEED CONTEST UNDER THE AUSPICES OF THE CONNECTICUT BUSINESS EDUCATORS' ASSOCIATION

The Executive Committee of the Connecticut Business Educators' Association, consisting of Nathan B. Stone, Yale Business College, New Haven, Conn., chairman; E. J. Wilcox, Connecticut Business College, Hartford, Conn., and H. C. Post, Waterbury Business College, Waterbury, Conn., held a meeting at New Haven on Saturday, October 3. The object of this meeting was to appoint a committee to take charge of the Championship Typewriting Contest to be held in New London, on Saturday, February 20, 1909. Mr. Eldridge, of the Simmons College, Boston, was made chairman of the Contest Committee.

Miss Prior, of Waterbury; Miss Scott, of Bridgeport; Miss Coburn, of New Haven, and Miss Dykeman, of Stamford, were also appointed members of the committee. I. S. Brown, Brown's Business College, Bridgeport, has presented to the Association a beautiful cup as a trophy to the winner of the contest. No one will be admitted as a contestant who has not been a resident of the State of Connecticut for at least three months prior to the date of contest. The contestant must be entered by the school or business college

which he or she attended. Each contestant must furnish own typewriter, and can select own dictator. Two tests will be given; one writing from dictation, and the other writing from copy. Any one in the State can enter the contest by complying with the above instructions. The cup is to be known as the "Brown Cup," and is to be held by the winner for a period of one year. If won three times in succession by the same person, the cup becomes the property of the successful contestant.

Full information may be obtained from any one of the Executive Committee. Application blanks, etc., may be obtained from N. B. Stone, Yale Business College, New Haven, Conn.

NEW ENGLAND HIGH SCHOOL TEACHERS

Following is the programme of the New England High School Commercial Teachers' Association, Malden, Mass., October 31, 1908:

1. "Beginners' Bookkeeping," R. G. Laird, High School of Commerce, Boston, Mass.

2. "Commercial Education," A. E. Winship, Editor Journal of Education.

3. "What Should Be Included in the Second Year's Work in Bookkeeping," George B. Kingsbury, Director of Commercial Department, Hartford High School, Hartford, Conn. Discussion led by (1) J. D. Houston, Director of Commercial Department, New Haven High School, New Haven, Conn.; (2) Carlos B. Ellis, Director of Commercial Department Springfield High School, Springfield, Mass.

4. "A Discussion of the Professional Training of Commercial Teachers," J. A. Pitman, Principal of Salem Normal School, Salem, Mass. Discussion led by Cyrus W. Irish, Principal High School, Lowell, Mass.

5. "Penmanship." (1) "Form and Movement," Lewis R. Watson, Beverly, Mass. (2) "Interest and Enthusiasm" (speaker to be announced). (3) "Special Plans and Devices," A. R. Dorman, Director of Commercial Department, Middleboro, Mass.

THE MISSOURI VALLEY COMMERCIAL TEACHERS' ASSOCIATION

In February of last year an informal meeting of commercial teachers was held in Kansas City. There was an attendance of nearly one hundred enthusiastic and progressive teachers, a number coming over four hundred miles. A banquet and an instructive programme were carried out.

The meeting being such a pre-eminent success it was decided to form a permanent organization to be known as the Missouri Valley Commercial Teachers' Association, and to meet annually during Thanksgiving week. The next meeting will, therefore, be held November 27 and 28, in Kansas City. The business managers in attendance also organized a section for the purpose of considering their special needs. This section held two meetings during the spring and summer months and have under consideration some constructive features that are already resulting in good. They will hold their next meeting in conjunction with the Association meeting.

During the summer months the Executive Committee has been busy arranging the programme and other necessary details, and as a result offers one of the most attractive programmes ever given by an association so young in years. One of the chief events will be a trip to the executive offices of the Armour Packing Co., in charge of a guide who will give necessary explanation.



"PEACE ON EARTH, GOOD WILL TOWARD MEN"

SCHOOL MEN FOR POLITICAL OFFICE

The School Journal rightly suggests that there is every reason why "the candidates for Governor in the various States should occasionally be chosen from the ranks of those who have rendered efficient service to the cause of education. A man of constructive attitude toward life is needed—a builder. The teacher's work—if he is the right sort of man, of course—develops such attitude. We have men who are intrusted with the control of the education of the people from the primary school through the university. Why not look them over to find material for the Governorship? Here is a chance for New York to take the lead. If private character, public service and tried leadership will recommend a man to the people of the State, then we have at least an ideal candidate. He is a man who, with straightforward manliness, clear-headed judgment, a forceful personality and superb executive ability, combines the happy faculty of winning friends for the objects for which he contends. He is a native of the State, who, after a successful practice of the law, served as a member of the New York State Legislature, and later entered the educational field, where he became a trusted and popular leader, whose influence has been a powerful factor in shaping the school systems of at least three Great States. He is Dr. Andrew S. Draper, the present State Commissioner of Public Instruction."

A few years ago the Democrats of Michigan honored themselves by nominating for Governor of that State the head of the Ferris Institute, at Big Rapids—a man in every way fitted for the place; and while he found it impossible to overcome the adverse majority of votes always polled against his party in that State, especially in a year when everything was going the other way, he received a vote which astonished even his friends. Another educator who has been mentioned for high political honors is Woodrow Wilson, of Princeton University, who was thought by many to be fully qualified for the Presidency of the United States. There can be no question as to the executive ability required for the management of the varied interests of a university, and the special fitness, in many respects, of such a man for Governor of one State or President of all of them.

TUITION

III.—Systems of Accounting and Collecting

By A. F. HARVEY, WATERLOO, IA.

The matter of accounting and collecting tuition is the most important part of the whole subject. Nothing connected with the private school is more vital than the collecting of tuition. The business school is primarily for the teaching of business. Example is a greater teacher than precept. The business school which is deficient in its methods of doing business for itself is counteracting by its own example much of the theory which it teaches in its classrooms.

Besides this, depending as the private school must upon its income from this source, it is essential that the work be

done in a business-like manner, so that no losses may arise, and that no or few errors may creep into the work. Where tuition is paid for full scholarship—time unlimited—it, of course, simplifies the whole matter of accounting, but where each student pays by the month or term there is a necessity for some system of taking care of the accounts.

I am sure you will pardon me if I simply explain the method I use myself, and, in fact, I believe that is what you want. It is the system that I know the most about, and, of course, believe in it, or I would not use it.

With us when a student enters he pays for a month in advance, and is given a tuition certificate specifying the date to which he has paid. At the same time his name is written upon a card and filed in the daily tickler on the date on which his tuition expires. He is also given a page in the ledger corresponding to his roll number. In this account he is credited for the number of weeks paid. At the end of the month each student is charged from the roll for the time he has attended. If any extensions are allowed for sickness or other absence the student's card is moved forward in the tickler. Thus we constantly have two methods of determining the expiration of each student's tuition, one acting as a check upon the other. One of the duties of the office secretary is to watch the expirations, and to notify each student a few days before the expiration of his term as to when his tuition expires. This is done by handing him a blank filed out, showing the date of the expiration of his tuition, and is done simply that he may know when it expires, so that he may make the necessary arrangements to renew promptly.

If nothing is heard from the student for two days after his tuition becomes due, he is given a second notice, calling his attention to the fact that his tuition is overdue, and asking him to give it attention at once. If this solicits no response from the student for two days, he is given a third notice, in which he is asked to call at the office that day, when the matter is presented to him personally, in order that we may know what his plans are and when he expects to pay. This is all attended to by the office secretary and done in a business-like way, so that no one can take the least objection to it. It is not put in the nature of a dun, but simply a request to know when the matter will be attended to.

At the end of each month reports are sent to the parent or guardian, and on this report, which is primarily for the purpose of giving the parent information regarding the general work of the student in school, is also made a financial report showing the weeks paid and the weeks used, so that not only the student, but the parent, is kept informed constantly as to the financial condition.

The object is to make as little work as possible in the matter of bookkeeping, and make it effective. We have had this system in effect for a number of years, and have not lost to exceed \$10 in all that time. It is thoroughly understood by the students that tuition must be paid in advance, or definite arrangements made as to when it will be paid.

FIELD NOTES

The creditable past presages a larger future for the Troy Business College. Under its management, with copious infusions of new blood, its traditions are not to suffer, and, on the other hand, there is no danger of that stagnation which now and then comes to those institutions which forget that if the school would keep up to date new life and new enthusiasm must be constantly sought.

While Mr. McVeigh, of North Adams, Mass., does not own quite all of the town, the place feels a proprietary interest in him, and he responds to the sentiment by giving good measure, filled up and running over. What would North Adams do without her Bliss Business College?

Who would have thought of dropping into Brattleboro, Vt., and taking a business school with him? Only one who has ability, believes in himself and has an abiding faith in an intelligent public and its discriminating appreciation of true merit. Success is assured to the Clawson-Hamilton School.

Fitchburg, Mass., is not so big as Boston, but it is growing and has a good many of the right kind of people in it, and, with its neighboring towns and surrounding country, is quite a metropolitan centre. Of course, friend Fullmer will always have a full house, as now. The Dawson Business College is being engineered, as even the casual observer may see, by one who has been over the road.

Congratulations to W. E. Bencotter and the Springfield Business College. Things will hum now. With Bencotter as leader, there will be a unique combination of strong influences for good. What school will not be the better for the broad view of the college man, the practical application of technical experience and the school spirit that comes from intelligent guidance in the healthful athletic sports of the American youth?

Here is a splendid fit, quarters measured to the order of the school. Not a wrinkle to be found anywhere, except such new ones as the energetic management sees fit to introduce. When the Northampton Commercial School gets into its new home—magnificent and ideal in every way—watch Pickett come out in new and larger trousers and under a more spacious hat of silken texture. He has every reason to be proud of this child of his business ability.

"Watch us grow!" It did look as if Worcester was over-blessed with business schools, but there is still room for the Phoenix Association, L. G. Fairchild, sire, and W. N. Ferris, Big Rapids, Mich., grandsire. Incidentally, Mr. Ferris will have to accept responsibility for a great many successful schools throughout the country, guided by his enthusiastic graduates. Get acquainted with the Phoenix Idea and Mr. Fairchild, and one must be convinced that there is room in every hamlet for a Phoenix Association. Friends, look into it; know more, feel better and be nobler.

Why should not this be the banner year for Childs', in Providence? Forty schools could not do Childs' work. And there are other good schools in the Rhode Island capital which are helping Mr. Childs to maintain the high reputation of business education in that city.

"Seventy-five per cent of our students so far this year are high school graduates." I will not name the school that makes this report, for to the public it sounds fishy. I believe it because I saw the school, the pupils and the man who runs the institution. Onward, outward, upward, commercial education!

Shame! "Shut up, back there, or I'll throw you out of the window!" is one kind of speech from a commercial teacher. Is it yours? If it is, reform or take to drink before your pupils do. Sacrifice the individual to the mass.

Laziness, looseness and conceit are a few of the besetting sins charged by the followers of cultural education to commercial teachers. Don't throw stones if you live in a glass house. The writer has sinned. He now sees himself as others see him. If you can't, shut your eyes and think. That school or teacher has no right to existence as such if it can not hold before the pupil continually models for better manhood and womanhood.

Splendid! Teacher of commercial law, civics or business methods, listen! In the Springfield, Mass., Technical High School stalwart Carlos B. Ellis sets a pace in current news that young people everywhere need. Let the teachers lead and guide them through the topics of the day, and yellow journals and sensational story papers will find a lighter sale among the young. Suppose there is mud-slinging in politics, your pupils need to be instructed, else how can they tell the difference between mud and clean whitewash? I would have every school for commercial training devote some time to a non-partisan and dignified discussion of current news. Get the C. B. Ellis idea!

NEWS OF THE PROFESSION

The new commercial department of the State Normal School at Salem, Mass., under the direction of A. J. Meredith, has opened up with great promise. There are about sixty-five students in the entering class.

W. N. Milliken, formerly of the Jackson, Mich., Business University, is opening a new school at Amarillo, Texas. He also conducts the Albuquerque, N. M., Business College.

Boston is soon to have a new institution for higher commercial training, second to none in the country and equivalent in scope to the Tuck School of Administration at Dartmouth College, the School of Higher Business Administration at Harvard, and the Wharton School of Business at the University of Pennsylvania. By the will of J. Breaker, a New York importer, who died recently, a bequest of \$500,000 is left to found a School of Commerce, Accounts and Finance at Tufts College, in Medford, a suburb of Boston.

The Bluffton, Ind., Business College takes a pardonable pride in the success of some of its former pupils, one of them, a ten-weeks' graduate from the shorthand department, being now private secretary to Bishop Hughes, at De Pauw University, and another private secretary to the president of Taylor University. The school has a high reputation for thoroughness.

We are in receipt of a neatly printed copy of the address of Colonel Ned Arden Flood, "The Triumph of Americanism," delivered at the annual commencement of the Meadville, Pa., Commercial College, last summer. It is full of inspiration for young and old.

J. J. Hagen writes from the American Business College, Minneapolis, that the school has opened with a better attendance than ever, and remarks in passing that they can't get along without *The Journal*. Mr. Hagen is one of the best business writers in the Northwest, and is having excellent success in securing results from his pupils.

Charles C. Jones, of Dunkirk, N. Y., is another school man who considers the Mills and Healey lessons in business writing the best thing of the kind available. The commercial department of the high school at Dunkirk has the largest attendance in its history, and most of the pupils are taking the four-year commercial academic course leading to the State diploma.

IN MEMORIAM

A. P. Root died at the Soldiers' Home, Sandusky, Ohio, August 21, 1908.

In the October issue of THE JOURNAL we gave notice of the death of that grand man and able penman, A. P. Root, after years of suffering. It was too late to secure for publication in the same number of this magazine expressions from some of his fellow workers, of whom a few of the best of his period are still living and doing valiant service for the cause of good writing. Letters from Lyman P. Spencer, Robert C. Spencer, H. W. Flickinger, A. H. Hinman and T. P. McMenamin, which follow, give evidence of the esteem in which Mr. Root was held by his associates:



A. P. Root.

Philadelphia, Sept. 26, 1908.

DEAR MR. HEALEY:

Your letter of the 22nd brought me a very sad message. I did not know that Mr. Root was quite so near the boundary of life where we lay our burdens down. But he has been a sufferer for several years and perhaps I had no reason to be surprised when the death angel came. Now that he has gone many tender memories of him awaken. His was a sweet, refined and kindly spirit. I can scarcely realize that forty-two years have passed since first I grasped his hand. All through these years our friendship has held us in warmest sympathy. He was always enthusiastic in his expressions of admiration for the productions of my pen. And I am sure that greater praise was due and bestowed upon him by me for the exquisite work of his hand. He was modest regarding his ability to write. Many of his letters to me contained expressions of dissatisfaction with the result of his efforts. Nevertheless, those who are capable to pass judgment upon his skill will readily accord him a place in the first rank of the most excellent penmen the world has ever produced. His contributions to penmanship journals were always interesting and helpful. As an author, the grace and beauty of his published copies are not excelled by any similar work which I have ever seen. As a teacher, he was earnest, magnetic, remarkably successful. Gifted with a poetic nature, his instructions were frequently given through the use of rhyme, thus holding the attention and increasing the interest of his pupils. He was, indeed, a master of his profession.

I first met Mr. Root at a State Fair held at Dayton, Ohio, in 1866. His cordial greeting was much appreciated, as I was just entering upon my career, while he was already recognized as a first-class penman. He was there to represent the Felton & Bigelow Business College, of Cleveland, Ohio, and I was there in the interest of Eastman Business College, Poughkeepsie, N. Y. Our business was to advertise our respective schools through the exhibition of large framed specimens of penmanship, and also by fresh work from our pens written on the fair grounds. At the close of the fair we separated and did not meet again until his engagement with the Peirce Business College of this city. In the meantime we had kept up a more or less regular correspondence. When he came here I was delighted and our friendship was renewed and mutually enjoyed through the years of his stay. Eventually, close, conscientious application to exacting duties had its influence in breaking down his health, and he was obliged to resign his position. He went back to his home in Kingsville, Ohio, and took up again, when his strength would permit, some delicate work, in which he was an expert, connected with watchmaking.

To the last he preserved a remarkably steady hand. His penmanship seemed as free and graceful as it did thirty years ago. Letters received from him while in the Soldiers' Home, Sandusky, Ohio, where he spent his last days, are gems of beautiful penmanship.

His death has removed from our profession one who, as an author, penman and teacher, had made an impression which long will be remembered.

I shall ever cherish the memory of my good friend, A. P. Root.

Sadly yours,
H. W. FLICKINGER.

DEAR MR. HEALEY:

A wave of melancholy swept over me on opening your letter conveying the sad intelligence of the decease of our old friend, A. P. Root. My mind went back to the times when I first met him, soon after our Civil War, in the vigor and hopeful promise of his young manhood, a man of slight build, clear bright eyes, of quick intelligence and decided views; frank, companionable and of an active, intense nature.

He was full of his art, which he loved sincerely and practised and taught assiduously, and in his chosen department he had few superiors. He had rare skill, taste and judgment, pronounced and original ideas and unwearied industry.

When we remember the many years he was a successful supervisor of writing in the public schools of our great cities, we can realize the substantial qualities of the man and his eminence in his profession.

But his good pen, so far as the uses of this world are concerned, is now laid aside forever. Let us wreath it with the flowers of our appreciative regard and friendly remembrance.

Sincerely and fraternally yours,
LYMAN P. SPENCER.

A. P. ROOT BORN AGAIN.

When the caterpillar bursts from its cocoon and soars aloft a beautiful butterfly I cannot think of the change but as a birth to a new and glorious life. Because our friend Root by leaving his body has been born into the glories of an endless spirit life I see in his gain no cause for mourning his departure from among us. Born again out of his school of earthly experiences into the broad university beyond, he will surely find his everlasting reward for his earthly devotion to humanity. "There is no death; what seems so is transition."

A. H. HINMAN.

DEAR MR. HEALEY:

The death of Professor A. P. Root removes a most useful and worthy educator, artist and citizen, widely known, appreciated and beloved in the penmanship world, which he nobly served and honored in public schools and commercial colleges.

He was a man of rare qualities of character and superior gifts, and has left upon the lives of his pupils, friends and associates a beautiful and enduring impress, as teacher, artist, man and friend, whose memory will be affectionately cherished.

Faithfully yours,
ROBERT C. SPENCER.

DEAR MR. HEALEY:

You tell me that A. P. Root is gone, gone to his last rest. Gone to the peace that his life's labors have earned for him. My old teacher and friend. The late years of his life brought him bodily pain, but his letters to me spoke out cheer, hope and patience, and a resignation to that which was. I cannot adequately praise his life, his achievements and his heart's goodness, and my expressions of sorrow are but weak words coming out of the great regret that is in the hearts of his many friends in Philadelphia.

In the years that he was in our city, he taught thousands of young people, who recall him with deep respect and admiration as a teacher and a man. There is no need to refer to his accomplishments as a penman—the masterpiece of which he was the author is a lasting monument that speaks volumes for the beauty and grace of his script conceptions. With you, I say he was one of God's noblemen, and I trust that he is now in the light and rest of His eternal peace.

Fraternally,
T. P. McMENAMIN.

OBITUARY

F. E. MERRIAM.

F. E. Merriam, teacher of penmanship in the Bayless Business College, Dubuque, Iowa, died on August 29, after an illness of several months. His health began to decline early in the Spring, but he continued his active work until the 8th of May, when he was forced to give up, and from that time until his death was confined to his home. Mr. Merriam was an exceptionally good all-around penman, but his exceeding modesty prevented that recognition of his ability which should have come to him. Aside from his duties as penman he also acted as private secretary to Mr. Bayless, president of the school, who says of him: "I cannot speak too highly of his work and his worth as an upright, moral man. His death placed an extra burden upon my shoulders which was not easy to throw off." His family and friends have the sympathy of all members of the profession.

"The Journal's course in writing this year," says E. A. Bock, of Henger's Business College, Salt Lake City, Utah, "is the best I have ever seen." Mr. Bock advises that the school he is with is the largest in Utah. He came to Henger's from Los Angeles, and is principal of the commercial department.

At the Woonsocket Commercial School this year the day attendance, according to A. J. Park, the principal, is very satisfactory, and the evening class almost double what it was at the same time last year. Like many others, he has found it a good plan to include the Journal in the list of supplies when the pupil enters. He also predicts many entries in the contest for Journal certificates.

MR. HEALEY IN EUROPE

On October 8, the Editor of The Journal left New York on the Cedric for a short visit to Europe, under the auspices of the National Civic Federation. He goes as their delegate to study commercial education abroad. He will visit both England and the continent, and the inspection will cover private and public schools. Especial attention is to be paid to bookkeeping and penmanship. As the commercial school systems of some of the European countries, particularly those of Germany and France, have been frequently held up as models for American educators to follow, American commercial school men will follow with interest the reports which will appear in subsequent issues of The Journal.

M. B. MOORE.

Aside from the more widely advertised products of Kentucky the State also produces some good penmen, and one of the best of these is M. B. Moore, of Morgan, Ky. He was born on a farm in Pendleton County, in 1863, and owing to the necessity of taking care of his mother until her death, in 1901, has never succumbed to the lure of the city. Mr. Moore became interested in penmanship when but eleven or twelve years of age through a course of twelve lessons in writing offered by a woman who taught evenings in the old log school house near his home, he being her youngest pupil. Shortly afterward he took a similar course under a man by



the name of C. W. Ditchen, and later on had instruction from F. J. Marksberry, a first-class penman and pupil of the Spencers. He says, however, that his real progress in pen art began when he commenced taking THE PENMAN'S ART JOURNAL in the earlier days of its existence, the specimens appearing in its pages from the pens of the masters of the art proving a constant source of inspiration to him, and under their spell he devoted still more of his spare time to practice. All his knowledge of off-hand flourishing has been gained at home from patterns in such works as came to his hand, as his only attendance at any school other than the one in the country was in the early eighties, when he took a course in bookkeeping in a business school. Mr. Moore is interested in farming, bee culture and mechanics as well as in penmanship and has a number of inventions to his credit, some of which, however, have not been placed on the market. Most of his time is devoted to his bees, his workshop and his penmanship.

Movements of the Teachers

H. W. Darr, who has been filling an important position in the business department of the Yeatman High School, St. Louis, has accepted a position as sales manager for a St. Louis corporation, the Corno Mills Co., makers of National Oats, at a splendid salary. W. M. Valentin, superintendent of schools at Highland, Ill., was selected to fill the vacancy at the Yeatman High School.

Miss Frances Hamilton, of Frankfort, Ky., has charge of the commercial department of the Central High School, Grand Forks, N. D.

E. D. Misner, formerly with the Western School of Commerce, Stockton, Cal., and more recently with the Butte, Mont., Business College, has accepted an excellent position with the Watsonville, Cal., High School.

O. E. Burse, of Flint, Mich., is a new teacher in the Salamanca, N. Y., Business College.

The San Francisco, Cal., Business College has added C. A. Marone to its teaching staff as principal of the shorthand department. Mr. Marone was formerly connected with Brown's Business College, St. Louis, Mo.

M. E. Jones resigned his position with the Central Business University, Alexandria, La., to accept a position with the Twin City Business College, of Winston-Salem, N. C.

The Winter Hill Business College, Somerville, Mass., has added E. G. Parkinson, of Philadelphia, to its teaching staff.

A. N. Moritz, for some time teacher with Brown's Business College at Rockford, Ill., and more recently at Danville, Ill., is now at the head of the commercial department of the Waterloo, Iowa, Business College.

Miss Helen Woodward is a new shorthand teacher in the Ithaca, N. Y., High School.

Enil Lambertson now has charge of the commercial department in the Schenectady, N. Y., Business College, and Clare Stevenson is now connected with the Merrill College at Port Chester, N. Y. Both of these young men are graduates of the Lansing, Mich., Business University, H. J. Beck general manager.

Mrs. Mae Galloway, of the Bowling Green, Ky., Business University, has charge of the commercial department of Liberty College, Glasgow, Ky.

W. S. Fuqua, who has been teaching in the Bowling Green, Ky., Business University for the past two years, has accepted the position of principal of the Commercial Department of the Memphis, Tenn., Business College.

Miss Mary S. Harris, of Williamstown, Mass., a graduate of the Bliss Business College, of North Adams, is the new assistant in the shorthand and commercial departments of the Connecticut Business College, Middletown, Conn., J. F. Nixon, principal.

C. Ross Appler, for several years at the head of the commercial department of the Melrose, Mass., High School, has recently been appointed a special instructor in the Girls' High School, Boston.

Charles M. Gray, who taught a few months as head of the commercial department of the Poughkeepsie, N. Y., High School last year, but who did not take the State examination as required, in order to qualify for a continuance in that position, has been chosen as a commercial teacher in the City College of Baltimore, which is the high school of that city.

Miss Harriet Britten is a new commercial teacher in the Maine Township High School, Des Plaines, Ill.

Miss Carrie H. Jonas, of Torrington, Conn., is teaching commercial branches in the Yonkers, N. Y., High School.

The Standard Business College, Hamilton, Ont., has engaged Miss Mamie Bowman, who has been teaching in Toronto.

A. J. Williard, of Middletown, Va., is again connected with the Shenandoah College, Reliance, Va.

A. V. Swarthout, of the Ferris Institute, Big Rapids, Mich., has engaged with W. D. Sears, of Pensacola, Fla. Mr. Swarthout will have charge of Mr. Sears's Mobile, Ala., school.

W. E. Mansfield, who has charge of the commercial department in the National Normal University, Lebanon, Ohio, last year, is the new commercial teacher in the Whitmore Business College, St. Joseph, Mo.

J. W. Flannigan, formerly of Heald's College, Santa Cruz, Cal., has been transferred to the San Francisco branch of this chain of schools. A. E. Rodman, of Reno, Nev., takes Mr. Flannigan's place at Santa Cruz.

The North Division High School, Milwaukee, has taken as its commercial teacher C. H. Preston, who has been principal commercial teacher for some time in the Oshkosh, Wis., High School, and Rudolph Soukup, of the Department of Commerce of Wisconsin University, follows Mr. Preston at Oshkosh. Miss Mabel Hamilton is an assistant commercial teacher in the Oshkosh High School, which has an excellent faculty for its commercial department.

Miss M. Louise Clute, who during last Summer took the Teachers' Normal Course at the Rochester, N. Y., Business Institute, is now with the Pittsfield, Mass., High School.

W. A. D. Clark, of Milford, Mass., has been chosen as head of the commercial department of the Long Branch, N. J., High School.

N. J. Aikin, who last year was with Miner's Business Academy, Brooklyn, N. Y., is an assistant supervisor of penmanship in the St. Louis public schools during part of the week, and during ten hours each week he is an instructor at the Teachers' College.

W. I. Stewart has accepted the principalship of the commercial department of the Elliott Commercial School, Wheeling, W. Va.

The Salem, Mass., High School has added two new teachers to the commercial department in the place of the Misses Emma Tibbetts and Bertha Ferguson, who have resigned. These new teachers are Murray Gross, at the head of the commercial department, and Miss Abigail Hilton as assistant. Miss Ferguson is now connected with the Brockton, Mass., High School.

D. A. Till, of the Bowling Green Business University, has accepted a position with the Parrish College, Paragould, Ark., to teach bookkeeping and high school branches.

Frank Fleet is principal of the Central Business College of Greeley, Col.; O. U. Desha, of the Central Business College, Ft. Collins; T. N. Horner, of the Central Business College, Cheyenne, Wyoming, and S. C. Hoel, of the Central Business College, Montrose, Colorado. These schools are all branches of the Central Business College, of Denver, owned by L. A. Arnold.

Professional Writing

BY W. A. HOFFMAN

For this month's practice work I present the capital E and the capital A. The E should be made with an easy forearm movement. Watch particularly the small loop in the centre. Make it so that it will point down at right angles to the slant of your letter, finishing with a large horizontal oval. Make your shade short and smooth, usually on the part below the small loop.

The A should be made with the same easy, free motion as you used in the E. Place your shade well up to the top.

The upward stroke should be quite straight, usually angular at the top, and partially closed. The finishing oval of the A is the same as that of the E. It may be necessary for you to make several pages of this letter before you will notice much improvement, but persistent effort will bring results.

Watch your position and the way you hold your pen. Practice on some of the movement drills given in previous lessons.

21



22



23



24



NEW REMINGTON MODELS

Typewriter users will be interested in the announcement that the Remington people are placing on the market two new models of their typewriter. In these new models—Nos. 10 and 11—is embodied the experience of a business lifetime in the manufacture of their standard machines, with the advantages of the front-stroke principle. Among the improvements presented with the new models are the single-dog escapement, which for speed and quickness of action surpasses even the swift Remington escapements of the past; the column selector, a mechanism which enables the operator instantly to bring the carriage to any one of a number of writing points on the line; a back-spacer key; new paper guides and paper feed; a double system of carriage release, convenient to either hand of the operator, and many others. It is safe to predict that these new models will have a career as useful and distinguished as their predecessors.

"I am glad to note that you are still going to make The Journal better. I had hardly thought this possible, but from the matter at hand it appears that you are going to do it, as you have done steadily heretofore."—O. J. Hanson, Grand Forks, N. D.

"I have just examined the September issue of The Journal, and find it the most instructive ever published. It contains sufficient work for any one with a little inventive ingenuity to outline a course of writing for a whole term. It certainly is superb, and no up-to-date teacher will be without it."—D. M. Keefer, Beaver Falls, Pa.

"Your excellent paper, The Journal, is indeed a most welcome guest each month. The September number certainly eclipses them all. The Mills-Healey lessons in business writing are unquestionably the best ever. Long live the great educational monthly!"—Chas. F. Zulauf, Scranton, Pa.

THE PENMEN'S EXCHANGE

During the coming year we hope to have contributions for this department from all the leading penmen. We want the best that the profession can supply. It is the plan to make this department one of the most interesting in the magazine.

EDITOR'S SCRAP BOOK

We have received from the Keystone Printing Co., of Philadelphia, Pa., some very unique flourished card designs. It would pay our readers to send for samples of the work done by this company.

E. F. Whitmore, of Strayer's Business College, Washington, D. C., swings a very skilful ornamental quill, which fact we note from some capital letters he has sent us. The work is of a very high grade.

From the pen of C. B. Adkins, of the Drake Business College, Jersey City, N. J., we have received some beautiful specimens of ornamental writing. Mr. Adkins's work stands in the front rank, and it is certainly a pleasure to look over his specimens.

H. B. Lehman, of the Central High School, St. Louis, Mo., favors The Journal this month with a packet of his finely written cards. That he possesses rare skill in the ornamental line may be seen by the specimens we reproduce this month.

Henry Wolfe, of Butte, Mont., gets out a nicely written card.

Wilbert Wood, of Brooklyn, N. Y., a Journal subscriber of many years' standing, has greatly improved in his ornamental writing. We note this by some specimens he has lately sent to our desk.

E. C. Harrell, president of the Boulder, Colo., Business College, sent us some proofs of a set of ornamental capitals he has recently executed. The work is well done, and Mr. Harrell is to be congratulated.

Well written letters in both the business and ornamental style that are worthy of mention come from Charles F. Zulauf, Scranton, Pa.; E. A. Lupfer, Columbus, Ohio; Henry Carmean, Ogden, Utah; G. C. Hoole, Columbus, Ohio; H. D. Groff, Philadelphia, Pa.; Ben Kupferman, Roxbury, Mass.; W. S. Scanlon, Des Moines, Ia.; A. E. Cole, Redlands, Cal.; Fred Lafontaine, Bristol, R. I.; W. B. Wahlin, San Francisco, Cal.; C. T. E. Schultze, Jersey City, N. J.; A. R. Merrill, Saco, Me.; L. E. Lawley, Decatur, Ill.; W. S. Morris, Pennsboro, W. Va.; Bro. J. B. Coulombe, Terrebonne, Can.; G. C. Brink, Kansas City, Mo.; E. H. Goit, Niagara Falls, N. Y.; W. A. Baird, Columbus, Ohio; Hastings Hawkes, Washington, D. C.; H. B. Lehman, St. Louis, Mo.; H. D. Goshert, St. Louis, Mo.; E. H. McGhee, Trenton, N. J.; W. A. Millman, Alberton, P. E. I.; L. M. Rand, Boston, Mass.

Well written superscriptions have been received from the following: R. E. Arksey, Newburgh, N. Y.; L. M. Rand, Boston, Mass.; C. L. Ricketts, Chicago, Ill.; C. G. Prince, Bridgeport, Conn.; S. E. Leslie, Poughkeepsie, N. Y.; Theo. Anderson, Minneapolis, Minn.; S. C. Bedinger, Sedalia, Mo.:

H. B. Lehman

E. F. Whitmore

H. D. Groff

H. B. Lehman

H. B. Lehman



SIGNATURES BY J. E. PLUMMER, BALTIMORE, MD

This is a specimen of my writing.
Sept 30, 1908
C. B. Adkins

BY C. B. ADKINS, NEWARK, N. J.

C. A. Wessel, Des Moines, Ia.; J. G. Frey, Cleveland, Ohio; E. D. Pennell, Minneapolis, Minn.; E. A. Bock, Salt Lake City, Utah; J. F. Williams, Thermal City, N. C.; S. B. Hill, Cortland, N. Y.; E. H. Goit, Niagara Falls, N. Y.; H. G. Reaser, Pittsburg, Pa.; F. W. Tamblin, Kansas City, Mo.; I. S. Preston, Stapleton, S. I.; E. J. Abernethy, Forest City, N. C.; H. D. Senat, Philadelphia, Pa.; S. M. Smith, Tulsa, Okla.; Hastings Hawkes, Washington, D. C.; H. B. Lehman, St. Louis, Mo.; H. D. Goshert, St. Louis, Mo.; A. Haviland, Buffalo, N. Y.; J. D. McFadyen, Ottawa, Ont.; M. M. Murphy, Seattle, Wash.; G. A. Holman, Potter Hill, R. I.

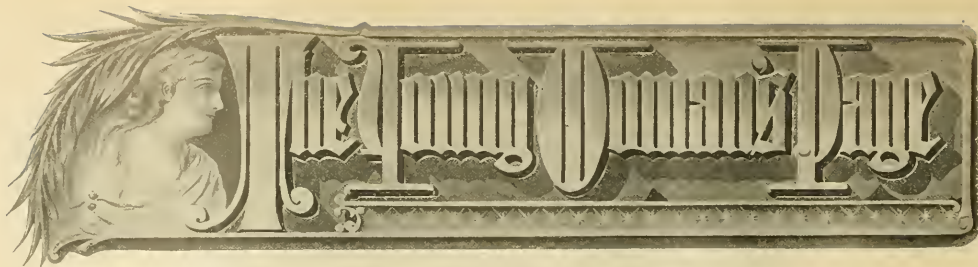
G. W. Paulus, Grand Rapids, Wis.; H. G. Burtner, Pittsburg, Pa.; C. B. Adkins, Jersey City, N. J.; J. W. Donnell, Kansas City, Mo.; R. M. Westover, Denver, Colo.; Miss Bertha W. Ferguson, Brockton, Mass.; H. W. Ellsworth, New York City; J. T. Evans, Wilkes-Barre, Pa.; J. D. Rice, Chilli-cothe, Mo.; C. E. Brumaghim, Gloversville, N. Y.; H. F. Sanger, Huntingdon, Pa.; C. N. Falk, San Jose, Cal.; C. T. E. Schultze, Jersey City, N. J.; A. R. Merrill, Saco, Me.; C. W. Jones, Brockton, Mass.; T. A. Son, Bonne Terre, Mo.; T. P. Smith, Lynchburg, Va.; A. C. Doering, New York City; C. A. Baldwin, Columbia, Mo.; E. B. Thomas, Colorado Springs, Colo.; J. G. Steele, Far Rockaway, N. Y.; W. A. Hoffman, Valparaiso, Ind.; E. Anderson, Magnolia, Minn.; L. E. Lawley, Decatur, Ill.; G. G. Hoole, Columbus, Ohio; Sr. Mary Germaine, Monroe, Mich.; C. I. Smith, Quincy, Ill;

C. J. Gruenbaum, Lima, Ohio; J. J. Hagen, Minneapolis, Minn.; James A. Shanley, Lowell, Mass.; H. D. Groff, Philadelphia, Pa.; T. H. Gatlin, Abilene, Texas.

Bro. J. H. Coulombe, Terrebonne, Que.; H. McKay, Sioux Falls, S. D.; W. Wood, Brooklyn, N. Y.; C. F. Sherman, Mt. Vernon, N. Y.; A. C. Sloan, Toledo, Ohio; W. A. Baird, Columbus, Ohio; J. W. Washington, Boston, Mass.; H. A. Berry, St. Louis, Mo.; J. H. Bachtenkircher, Lafayette, Ind.; A. E. Cole, Redlands, Cal.; H. C. Russell, Pawtucket, R. I.; C. W. Ransom, Kansas City, Mo.; G. C. Brink, Kansas City, Mo.; I. P. Mensch, Parkersburg, W. Va.; P. B. McElroy, Brownwood, Texas; C. S. Rogers, San Francisco, Cal.; E. H. McGhee, Trenton, N. J.; W. P. Canfield, Owatonna, Minn.; C. H. Ashburner, Baltimore, Md.; J. F. Caskey, Haverhill, Mass.; J. W. Creig, Johnstown, N. Y.; J. A. Savage, Omaha, Neb.; E. Warner, St. Catharines, Ont.; W. F. Hostetler, South Bend, Ind.; W. A. Millman, Alberton, P. E. I.; J. W. Westervelt, London, Ont., Can.; Chong Tai Pon, Bozeman, Mont.; C. A. Reed, Roswell, N. Mexico.

THE JOURNAL PARTY

As usual, THE JOURNAL will organize a convention party for the Federation Meeting, to be held at Indianapolis holiday week. All Eastern delegates are cordially invited to go on this train. Full particulars will appear in the December number.



Every now and then some man who feels disgruntled because of the presence of some woman in a business office, probably doing the work better than he could do it, writes a letter to the editor of some metropolitan paper and draws a gloomy picture of the future of the world, when every woman is a stenographer or a bookkeeper and the men of the universe are all out looking for the places their sisters have taken away from them; but through it all women in business are making themselves more and more indispensable. One gloomy writer tells how saddening it is to see the bright young women on our streets, and his communication grows especially pathetic when he refers to the vacant home.

These pessimistic people seem to overlook the fact that in a vast majority of cases women (like men) work because they must in order to make a living, and the business world does not tolerate them for sentimental reasons, but demands them because of their ability to render that service which is of value to it. This fact is recognized by the writer of an interesting article in Hampton's Broadway Magazine, who calls attention to some of the lines of work in which women have proved themselves specially proficient.

Women were unquestionably, he admits, first employed in business offices because of the low wage at which they could be secured, but it was soon demonstrated that they had other equally obvious merits. "It was discovered," he says, "that she was good natured under annoyances, so she was put into the complaint department to handle the customer who came in with blood in his eye." The case is cited of a trust company which opened a savings department for small accounts, giving a coin box with each initial deposit of fifty cents. The people who patronized this department nearly drove the regular tellers to—drink, probably. Boys and girls, peddlers, foreigners who spoke no English, all were grist for this particular mill.

The temperamental limitations of the men in the institution unfitted them for handling such a motley array of people bringing in boxes filled with dimes, nickles and pennies, so women cashiers were employed. They had the patience to count the "chicken feed," and could do it quicker than an experienced man. Whether due to the 98-cent bargain counter habit or to some feminine instinct not properly labelled and classified does not appear. The fact remains that they could keep a line of people happy under delays, and explain the most obvious thing over more times than any man since the days of Job would have patience enough to attempt.

When it comes to arriving at values, this writer says, woman is in an element peculiarly her own. "At the bottom she probably sets world values. Since the days of the tribe she has been the business head of the family when it comes to supplies. Turn her into a strange community. In a week or two she will have all the values whittled down to an absolute truth. She will know the incomes, the rents, the lot and acreage prices, the cost of table board, building, butter and spring hats. Some of this information she obtains by

asking and some by swapping, and the rest by looking at things out of the back of her head.

"Far better, too," he continues, "than her instinct for money values is her habit of putting her price on all human values that come her way. Man can often be wholly fooled by an impressive stock quotation or a fair rating in Dun. Woman always takes into consideration the way a stranger's hair curls, and wonders whether he is selfish or good to his wife. The first time she sees him she rates him, and that rating governs subsequently, and is more often right than wrong."

The old myth that women can't keep secrets is disposed of by reference to the fact that some of the shrewdest financiers have women for private secretaries. This is not a matter of sentiment, but the result of the observations of the business men themselves. There are individual women and individual men whom they know they can trust, and in these particular instances they choose to give their confidence to women. There are, too, thousands of stenographers throughout the country whose relations with their employers are semi-confidential. Many of them have secrets which would have a good market value if offered for sale. But the instances in which confidential information leaks out at all are negligible.

This magazine writer is not quite so certain about that special genius for order which is so generally attributed to her, for he says, after disposing of another common belief in regard to the business woman, that "she brings the refining influence of the home into the savage jungle of office life." "She is, likewise, supposed to bring a sense of order. It isn't so certain that woman possesses a sense of order, even at home. There is damaging evidence of it in her bureau drawer." He doesn't tell how he knows. "But in business she is supposed to be a neat commercial housekeeper for heedless man." He arrives at the conclusion that "the truth concerning the business woman seems to be that she is in business because she has to be to earn a living, and that few people really know much about her. Business itself is just beginning to perceive some of the purposes for which she is peculiarly fitted."

Women in business are there because there is a well-defined demand for them, and they will remain there so long as they continue to give so good a return for their salaries as they have been giving in the past. As one observer has said, if men find women treading on their heels in the business world, as in every other branch of human endeavor, art, letters, music, it is a sign that it is time for mere man to hurry a little faster. It is, as an eminent statesman once said, a fact, and not a theory, that confronts us. Arguing that women ought not to be in business is simply waste of time. They are there to stay. But in the last analysis all this criticism of the business woman has very little basis, for the woman in the office is just the same sort of woman that her grandmother was in the home, and generally she may be depended upon to prove it by practical demonstration sooner or later.

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WHO'S WHO IN PENMANSHIP

J. F. NIXON.

Among the many Canadians who have crossed the border to make a success on this side of the line is J. F. Nixon, principal of the Connecticut Business College, at Middletown. He was born in Ashgrove, Ontario, in the seventies, and after spending his boyhood in the usual manner began to teach in the vicinity of his home, continuing in this course for five years. In January, 1903, he entered the Canada Business College, at Hamilton, Ontario, graduating in May. His work as a commercial teacher began in September of the same year when he left his Canadian home behind and went to Haverhill, Mass., as one of W. P. McIntosh's teachers. After two years in Haverhill Mr. Nixon went to North Adams and taught for Mr. McVeigh in the Bliss Business College. In September, 1906, he accepted a position in the Connecticut Business College, at Middletown, under E. J. Wilcox, who was then proprietor of the school. In June, 1908, Mr. Wilcox, wishing to devote his time to his school in Hartford, offered the Middletown institution for sale, and Mr. Nixon became proprietor. The school has always maintained a high standard of efficiency, and under the present proprietor is making still further progress along this line. Mr. Nixon is specially successful as a teacher of business writing, as his own mastery of the art, with his enthusiasm as a teacher, make a combination which proves irresistible to the would-be penman.



Mr. Nixon is specially successful as a teacher of business writing, as his own mastery of the art, with his enthusiasm as a teacher, make a combination which proves irresistible to the would-be penman.

F. G. ALLEN.

Abreast of the successful schools of Massachusetts stands the Rogers & Allen School, at Fall River, of which F. G. Allen is one of the proprietors. Mr. Allen is a native of the Bay State, having been born in Charlestown in 1874. His parents removed soon afterward to Mattapoisett, in the same State, where Francis was educated in the public schools. After completing the high school course he took up special work in Tabor Academy, Marion, Mass., and followed this with a course in the New Bedford Business University, graduating in 1896. He spent the next year as assistant in the business department of the school. In 1897, when the Shoemaker & Clark School was opened in Fall River, Mr. Allen became one of the teachers, and upon the withdrawal of Mr. Clark in 1900 he was elected principal of the commercial department and vice-president of the school. In June, 1903, with Winfield S. Rogers, of the Spencerian School, Cleveland, Ohio, he purchased the school, changing the name to Rogers & Allen's School of Business. He was married in October, 1900, to Miss Sarah Hammond, of Mattapoisett. Mr. Allen is very fond of out-door exercise and spends as much of his leisure as possible in walking and driving. He is a superior business penman and believes in supplementing the work of the teacher with some good publication. He has been very successful in his work as a teacher and, with Mr. Rogers, has built up a strong school.



F. C. ANDERSON.

If any should have the impression that it is necessary for natives of Canada to come to the United States in order to succeed they have only to note the career of F. C. Anderson, principal of the Collegiate Institute, Vankleek Hill, Ontario, and learn the contrary. Mr. Anderson was born in the province in which he still makes his home and unanimously votes it the garden spot of the universe. He gained his early education in an ungraded country school, which he believes to be an excellent place for the development of individuality. At the age of sixteen he was graduated from the high school and commenced teaching at seventeen. His native independence stood him in good stead in the years following, when he worked his way through the university, graduating at the age of twenty-four with the degree of B. A. After taking a course in professional training Mr. Anderson entered upon high school work as a specialist in natural science. In the spare time of the two years that followed he qualified as a commercial specialist and became deeply interested in muscular movement penmanship. Since then he has prepared many pupils for the award offered by this magazine for excellence in writing, and he considers THE PENMAN'S ART JOURNAL "of inestimable value as a source of inspiration to students and teachers." He announces his determination to see that all pupils graduating from his institute in the future shall carry away THE JOURNAL'S certificate for rapid, legible business writing.



O. J. HANSON.

One of the younger members of the profession is O. J. Hanson, who was born in Steele County, N. D., in 1882. Up to the time he was seventeen years of age he spent his time working on the farm in the Summer and attending school in Winter. After some work in a commercial school in Minnesota he commenced teaching near his home, and when the term was ended returned to his unfinished education. He had only half completed the work laid out for himself when he was invited to become a member of the faculty, and remained there as teacher of bookkeeping, shorthand and penmanship for five years. In 1905 he opened a school, the Queen City Business College, Crookston, Minn., which he operated successfully for two years, disposing of it to accept a position as principal of Aaker's Business College, Grand Forks, N. D., which he still holds. Mr. Hanson pays high tribute to the Journal as an aid to good writing, stating that he owes his skill with the pen to this publication. He insists that before the first copy of the Journal fell into his hands accidentally his handwriting was so poor that his mother despaired of his being able to secure a third class certificate that he might teach in the local schools. Any one familiar with Mr. Hanson's writing at the present time will be impressed with the fact that in ten years he has certainly made wonderful strides, for he is a thorough master of business penmanship and shows no little skill in artistic work.



BARNES' SHORTHAND

IN CIVIL SERVICE WORK

Of the 711 writers of Benn Pitman Phonography in the U. S. Government offices in Washington, 626 report "Benn Pitman" without specifying the author of the text book used.

35 specify "Barnes," 10 of these say "Barnes modified by Pitman." There is no such modification of Barnes; hence, these can mean only one thing—"Pitman modified by Barnes."

24 report Pitman-Howard, 15 Deмент, 7 Scott-Brown, and one each of 4 others.

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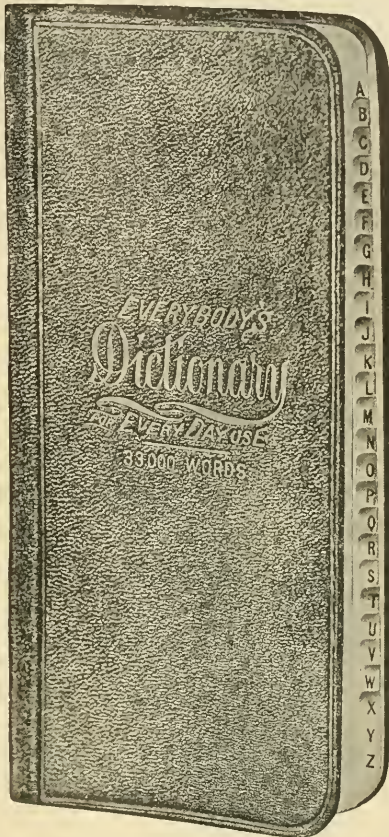
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Finest of copies; complete instruction; thorough criticism. No better courses given by any one. I send my pen-work to every State in the Union, Canada and Mexico. My finest Cards and Writing, any style, any color, the best you can get anywhere, 25 cents per dozen. Ornamental caps, 20 cents. Fine Scrap Book specimens, 10 cents. If interested write for my Journal, inclose stamp. Address

M. A. ADAMS, President,
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or anything else that you desire to remember. You would be willing to give anything within reason for such a memory, and now you can have it for a very small sum, plus a little effort on your part.

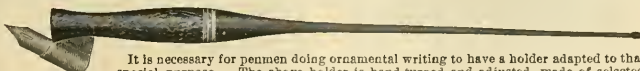
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During July and August, '08, we enrolled 205 students—placed a number in good positions as teachers in colleges—had many more calls unfiled. If you want to become a better penman, or a teacher of penmanship, increase your salary—in short, if you want the BEST in the penmanship line ("RANSOMERIAN" stands for the BEST) write me. A copy of the RANSOMERIAN JOURNAL and a sample pen sent FREE.



THE RANSOMERIAN SCHOOL
3825 EUCLID AVE., KANSAS CITY, MO.



It is necessary for penmen doing ornamental writing to have a holder adapted to that special purpose. The above holder is hand-turned and adjusted, made of selected rosewood or ebony, and cannot be made by an automatic lathe. LOOK FOR THE BRAND. If your dealer cannot supply you, send to the designer and manufacturer.

12-inch - Fancy, \$1; Plain, 50c. 8-inch - Fancy, 50c.; Plain, 25c.
A. MAGNUSSON, : 208 North 5th Street, Quincy, Ill.

Students Own Page

Every student subscriber of THE JOURNAL is earnestly invited to contribute to this page. The best specimens received each month will be reproduced for the purpose of encouraging the students of writing generally.

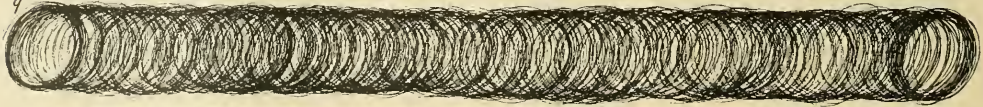
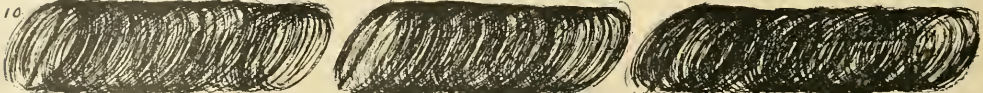
That the work may show up to the best possible advantage, the following rules should be observed:

1. The writing should be done with jet black ink—fluid India ink preferred. This can be purchased at any stationery store.

2. Send not more than two lines.

3. See that the lines are exactly eight inches in length.

We hope to receive a nice lot of movement drills during the coming month.

1. *Variety is the spice of life. Variety. V V*
2. *This is a specimen of my writing*
3. *Specimen of my writing.*
4. *Repetition is the secret of improvement*
5. *A specimen of my best writing.
Penmans Art Journal for penmen.*
6. *Tell us what you think about*
7. *Good business writing is in demand*
8. *wwwwww wwwwww wwwwww w*
9. 
10. 

The above specimens were written by the following students:
1. Carrie Hammel, pupil of H. G. Burtner, Commercial High School, Pittsburg, Pa. 2. J. G. Miles, pupil of C. A. Zarker, Pennsylvania Business College, Lancaster, Pa. 3. Henry Labine, Nashua, N. H. 4. Cordella Klaes, pupil of Fred Berkman, Blair Business College, Spokane, Wash. 5. J. W. Thompson, Clats-

kanie, Ore. 6. J. E. Simple, pupil of J. E. Plummer, Sadler's Business College, Baltimore, Md. 7. Genevieve Barrett, pupil of C. J. Potter, Elliott Business College, Burlington, Ia. 8. F. B. Evans, Des Moines, Ia. 9. Edward Schwartz, and 10. Sixto Passo, both pupils of A. C. Doering, Wood's School, New York City.

In the last half dozen years the schools teaching

The Benn Pitman System of Phonography

Have prepared more successful candidates for the United States

Civil Service Examinations

than have the Schools of all other Systems put together.

For particulars, read the paper on "Shorthand in the Offices of the United States Government," by Frederic Irland, Official Reporter of Debates, of the United States House of Representatives, a copy of which, together with "A Table Showing the State of the Shorthand Service in the departments of the United States Government," arranged according to systems of shorthand written, will be sent free to any address on request to

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Cincinnati, Ohio.

BENN PITMAN, President.
JEROME B. HOWARD, Manager.

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A well-arranged course in writing that has been successfully used in teaching thousands to write a good, plain business hand.

Why continue the old, unsatisfactory methods of teaching writing? Modern Business Writing will enable you to get results you have never secured before. Improvement will come sooner and in a more marked degree.

The superior advantages of Modern Business Writing lie in its excellent arrangement of lessons, its development of the subject, its perfection of copy, and its adaptation to school-room needs. It is a budget of 252 copies, arranged in 62 plates, which the student can always bring down to the line of writing, thus having a perfect copy always before him.

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To SCHOOL PROPRIETORS

Are you wholly satisfied with the diploma you are now using? Does it in your estimation do justice to your school and the man behind it? If not, I believe I am the man you are looking for.

During the past three years my time has been devoted largely to the preparation of India Ink drawings for the Lithographers, Bank Note and Plate Engravers of this city.

Twelve Business Schools in New England have ordered special diploma designs of me for their institutions, and have expressed themselves as much pleased with the results. My large and varied experience in the preparation of drawings enables me to meet the demand of the individual for something distinctive—something embodying his own ideas of an effective diploma.

The work I do is removed from the commonplace by reason of thus incorporating the buyer's ideas with mine. It is the successful bringing out of these cherished ideals of my patrons that has made me Official Engrosser for Harvard University and induced the leading business schools of this section to order special diploma designs of their own.

I have a variety of drawings which may be used in addition to a special heading for your school, thereby giving you a design of your own selection at a moderate cost.

My catalogue will assist you in making up something to your own liking, and I want you to have it.

FRANK W. MARTIN
100 Boylston St., Boston, Mass.

THE YOUNG MAN'S PAGE

BY THE EDITOR

MANY failures among men of capacity are due not to any defect in their training or lack of ability along general or specific lines but to their failure to appreciate the necessity for continued application along one line. They forget that Marathon races are not won by men who tire after a mile spurt and that the race is not to the one who makes the swiftest start, but to the one who settles down in a long, steady stride with the determination to make endurance count. There are plenty of men whose energies are like a flash of powder in the pan. For the moment they eclipse every one else in sight, but they seem incapable of that perseverance which is so essential to success along any line.

On general principles it may be assumed that the famous lawyer of to-morrow, who can name ten, twenty or fifty thousand dollars as his fee for the successful conduct of a case, is the one who to-day must eke out his scanty legal income by stray jobs of any nature, preferably bits of work from his more fortunate brethren of the profession. The merchant prince of to-morrow will be found to-day conducting his small shop on a side street, but devoting to his business the same attention that he expects to give to the larger establishment in a more desirable location later on. Both these men know that the preparation they are now making is absolutely essential to success, and that to give up after one or two or five years because they have not yet reached the heights they aspire to will be to relinquish any hopes they may have of ultimate success.

In a recent sermon to young men the pastor of a city church quoted the experience of one of his friends as illustrating this dangerous tendency of young men toward underestimating the importance of sticking to one thing. In the college with this speaker, he said, was a man of exceptional ability, standing near the head of his classes and impressing all who knew him with his capacity. Like many bright young men he felt that the law would offer an opportunity to bring his mental powers into play, so he followed his regular course with one in law and then hung out his sign. Naturally clients were slow to come in and the young lawyer became restless, and just when the tide had turned and his income began to exceed his expenses he decided that the legal profession was overcrowded and turned his attention to real estate.

At the outset he made no large sales, for the best properties were placed in the hands of the older men in the business, but after a couple of years his standing became such that he was making a good income. Then he decided that life insurance offered the best scope for his energies. Possessing a persuasive manner, he was just beginning to do well when the insurance exposures came, and instead of determin-

ing to weather the gale and win even under adverse conditions, as many did, and reaping the reward when the reaction came, he decided to go on the road as a travelling salesman. That was a year ago and now he is thinking of going into something else. As a consequence the best ten years of his life is gone and nothing has been accomplished. He is just where he started.

IN NINETEEN HUNDRED AND NOW

There is, oh, so much for a man to be
 In nineteen hundred and now;
 He may cover the world like a searching sea,
 In nineteen hundred and now.
 He may follow the rush of the city's roar,
 And his song may sing where the condors soar,
 Or may dip to the dark of Labrador,
 In nineteen hundred and now.

There is, oh, so much for a man to do
 In nineteen hundred and now.
 He may sift the dust of Andromeda through,
 In nineteen hundred and now;
 Or may struggle and strive, as a good man must,
 For the wretch at his feet who licks the dust,
 And never learns how to be even just
 In nineteen hundred and now.

There is, oh, so much for a man to get
 In nineteen hundred and now.
 He may drench the earth in vicarious sweat,
 In nineteen hundred and now.
 And his wealth may be but a life-long itch,
 While the lowest digger within his ditch
 May have gained the little which makes him rich
 In nineteen hundred and now.

There is, oh, so much for a man to learn
 In nineteen hundred and now—
 The least and the most he should trouble to earn
 In nineteen hundred and now.
 The swirl of the suns as they onward roll,
 The little he needs that his stomach be whole,
 The vastness of vision to sate his soul,
 In nineteen hundred and now.

There is, oh, so much, so we work as we may,
 In nineteen hundred and now,
 And loiter a little along the way,
 In nineteen hundred and now.
 Oh, the honey bee works, but the honey bee clings
 To the flowers of life, and the honey bee sings!
 Let us eat of her sweet and forget her stings
 In nineteen hundred and now.

—EDMUND VANCE COOKE.

Teachers Wanted!

A number of teachers are wanted to teach the Byrue Simplified Shorthand, in Business Colleges and High Schools. Better salaries are paid teachers of the Byrue Simplified than of any other system, as the wonderful simplicity, legibility, and speed of the system enables a teacher to turn out practical trained stenographers in almost half the time required with other systems, thus doing the work which previously required two teachers.

Teachers' course Free. Write for particulars.
Sample copy of text book, \$1.00 postpaid.

BYRUE PUBLISHING CO.,
Tyler, Texas.

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FORTY FALCON, SILVER PLATED

This new pen is specially made for general correspondence. Heavily plated with silver to prevent corrosion, easily kept clean, writes perfectly smooth. Samples sent free on receipt of return postage, 2 cts.

Ask for No. 40 Falcon
SPENCERIAN PEN CO.
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The most popular pens are ESTERBROOK'S

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Send us your name and address and we will send you our first lesson Free. After that, if satisfied, pay us only \$1.00 per week until paid for. Twenty lessons Business Penmanship, by mail, for \$5.00. Elegant specimen Free.

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All copies are fresh from my pen (not engraved), thus making them more inspiring to the student.

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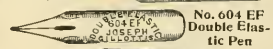


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By E. E. MARLATT

AN EXAMPLE OF HIGH-CLASS ENGROSSING



THIRD OF A SERIES OF RESOLUTIONS BY MR. MARLATT. THIS PIECE SHOWS WHAT CAN BE DONE FOR EIGHTY DOLLARS

CHAMPIONSHIP GOLD MEDAL AND CASH AWARDS FOR ISAAC PITMAN WRITERS

Isaac Pitman & Sons, of New York, are offering the Pitman Journal Championship Trophy (value \$175) for competition at Providence, R. I., on Saturday, April 10 next, in connection with the annual meeting of the Eastern Commercial Teachers' Association, when the Eagan International Cup (open to all shorthand writers, and now held by an Isaac Pitman writer) and the Miner Gold Medal (open to all writers of less than ten years' experience) will be competed for.

The trophy, which is of gold and weighs four and one-half ounces, is given for the purpose of arousing enthusiasm and emulation among writers of Isaac Pitman Shorthand, and must be won three times consecutively before it can be re-

tained permanently. The competition is open to writers of the Isaac Pitman system who have commenced the study within the limits of North America, and there is no limit to age, sex or color. This medal will not be awarded unless the gross speed exceeds 160 words per minute, and the net speed 150. Candidates must enter their names with Isaac Pitman & Sons, No. 31 Union Square, New York City, before the date of the Providence meeting. The present holder of the medal is Miss Nellie M. Wood, of West Somerville, Mass.

In addition to the Pitman's Journal Trophy, Messrs. Isaac Pitman & Sons also offer a cash award of \$350 to any writer of the Isaac Pitman Shorthand who may be successful in winning the Eagan International Cup, also a cash award of \$175 to any writer of the Isaac Pitman Shorthand winning the Miner Gold Medal. This offer is open to all Isaac Pitman writers, American or otherwise.

WANT ADS.

Classified Advertisements will be run under the above head for 5c. a word, payable in advance. Where the advertiser uses a nom de plume, answers will be promptly forwarded.

WANTED—Schools in need of competent instructors to advertise in the "Want Ad" columns of The Journal, also teachers desirous of making a change, to know that the "Journal Want Advertisements Bring Results." Whether you are a proprietor in search of an assistant or a teacher looking for a position, bear in mind that The Journal goes to all the people you wish to reach. Five cents a word.

OWNERS OF BUSINESS COLLEGES who require commercial teachers, penmen, or shorthand teachers (Isaac Pitman), should communicate with W. J. Elliott, principal of the Elliott Business College, Toronto, Ontario. We make a specialty of preparing students, who have formerly been public school teachers, for teaching in business colleges. State salary.

TEACHERS SUPPLIED—When you require a teacher of the Commercial branches or Gregg Shorthand, write The Willis Business College (S. T. Willis, principal) Ottawa, Canada, and we can probably supply the right person. We conduct a thorough course for the training of public school teachers and teachers of the Business branches and shorthand. State salary.

WANTED—To buy a thriving Business College located in one of the Central States in a town of not less than twenty-five thousand. Size of the school will make no difference, but must have a first-class equipment in the line of furniture. Competition no consideration. Address "Cash," care P. A. Journal.

PARTNER WANTED—Man and wife who are commercial teachers preferred. A fine proposition in one of the greatest health resorts on earth. For particulars address Twentieth Century Business College, Box 517, Mineral Wells, Texas.

TWO successful teachers would buy a business school in good location. Must be able to show best of reputation and profitable business. Address Box 161, Dunkirk, N. Y.

FOR SALE—The best school in Western Pennsylvania. Equipment valued at over \$4,000, with a fine reputation, and located in a city of 45,000, and no other school of its kind in city or county. Can be bought within the next 60 days for cash and at a figure that will surprise you. Address Good, care Penman's Art Journal.

FOR SALE—A fine school in a good city in the Middle West. Proprietor cleared \$3,500 on it last year. Important business interests in the Far West make it necessary for me to be there. Will sell for \$2,000; one-half cash and the balance in a reasonable length of time. A fine place for one good shorthand man and one good business department man and one or two assistants. Good attendance now for the early part of the season. Address: Exceptional Bargain, care P. A. Journal.

A BUSINESS SCHOOL WANTED—I desire to purchase a reputable Business School in a fair-sized city, and will consider a first-class proposition. I am an experienced school proprietor and would consider nothing but a reputable and well-established school. Address C. C., care P. A. Journal.

FOR SALE—Third or half interest in well-established Business College to good commercial teacher. Address "Southwest," care P. A. Journal.

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The NORMAL TRAINING DEPARTMENT for commercial teachers conducted by the Rochester Business Institute is proving a decided success, but many more candidates are wanted for the attractive positions constantly offered to graduates of this institution.

Since January 1st, 1908, requests for graduates from our normal department have been received from New York City, Buffalo, Rochester, Syracuse, Albany, Utica, Schenectady, Elmira, North Tonawanda, Batavia, Rome, Hancock, Bolivar, Fort Chester, Mount Vernon, Kingston, Glens Falls, Union Springs and Vale, N. Y.; Philadelphia, Pittsburg, Reading, McKeesport, Warrensburg, Indiana and Erie, Pa.; Jersey City, Newark and Pleasantville, N. J.; Winter Park, Fla.; Hartford, New Haven, Danbury, New Britain and Stamford, Conn.; Springfield, Cambridge, Salem, Pittsfield, Holyoke, Middleboro and Marlboro, Mass.; Lowell, Me.; Montpelier, Vt.; Roanoke and Front Royal, Va.; Baltimore, Hagerstown and Crisfield, Md.; Chicago, Ill.; Indianapolis, Ind.; Milwaukee, Wis.; Detroit and Lansing, Mich.; Cincinnati, Ohio; Kansas City, Mo.; Resfield, S. D.; Meridian, Miss.; Atlanta, Tex.; Reno, Nev.; McAlester, Okla.; Bozeman, Mont., and Lucknow, India.

A postal card will bring by return mail a copy of our new illustrated prospectus and catalogue, which gives a complete outline of the normal training department.

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IN SEPTEMBER

Three of our members began work in new positions in St. Louis Business College, two in the Cleveland High Schools, two in Univ. of Wis., one in Univ. of Neb., two in Pittsburg, and many more in all parts of the United States. What about your future? Will you not let us assist you? Free registration.

THE SPECIALISTS' EDUCATIONAL BUREAU, Webster Groves, St. Louis, Mo.
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We now have the following openings for Commercial Teachers to be filled:—One \$1500 High School position; Five \$1200 positions (two High School places); Ten positions paying from \$900 to \$1200; Eighteen positions paying from \$500 to \$900.

WE NEED MORE FIRST-CLASS TEACHERS
CONTINENTAL TEACHERS' AGENCY, Bowling Green, Ky.
FREE ENROLLMENT if you mention this paper

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28 S. Broad St., Trenton, N. J.

If you want a teacher.
If you want a position.
If you have a school to sell.
If you wish to buy a school let us hear from you.

KINSLEY-DRAKE CO., Trenton, N. J.

LATE POSITIONS UNFILLED!

Somewhere in the country there were teachers just fitted for the two or three vacancies brought in your attention, which we were unable to fill because we did not have just the men and women we wanted on our list. There will be vacancies all winter, and perhaps our next opening will be just the one YOU want. Better register with us and be ready. NOW is always a good time to do a thing.

UNION TEACHERS' BUREAU, 229 Broadway, New York.

EMERGENCY CALLS

Are numerous all fall. Let us help you. On such calls in September we sent teachers to the following business schools: College of Commerce, Kenosha, Wis.; King's Business College, Charlotte, N. C.; Heald's Business College, Reno, Nevada; Miss Olmstead's Shorthand School, Hartford, Conn.; Burdett College, Boston. And to these high schools: Long Branch, N. J.; Hackettstown, N. J.; Grand Forks, N. D.; Oakland, Md.; Utica, N. Y. These represent only a small fraction of the vacancies we were asked to fill, and many of them are still open this morning, October 3. Enrollment free. No charge to schools.

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A SPECIALTY BY A SPECIALIST

E. E. GAYLORD, Manager 11 Baker Ave., Beverly, Mass.

WANTED—A good teacher of Penin shorthand. Good salary and pleasant employment. Also a fairly good telegraphy teacher who can handle the English branches. Address "T. F.," care P. A. Journal.

EARN WHILE YOU LEARN how to organize and teach classes. It pays. Address PARSONS, PENMAN, KEORIK, IOWA.

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DIPLOMA
BEST QUALITY AT MODERATE COST—FOR 1 OR 1000
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There is no mistaking the superiority of a typewriter that, in 17 years, has built up a market in every part of the civilized world. This international endorsement of

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proves our right to offer it to you as the world's best typewriter. Write us or any Smith Premier branch for a detailed description of its advantages.

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BRANCHES EVERYWHERE

A CLEAN SWEEP FOR THE

"NEW TYPEWRITING"

Both the Professional and Amateur Contests Won by Advocates of CHARLES E. SMITH'S

"Practical Course in Touch Typewriting"

AT the National Business Show, Madison Square Garden, New York, October 22, Miss Rose L. Fritz demonstrated her supremacy over all competitors by again winning the Silver Trophy (value \$1,000); Leslie H. Coombes won the Gold Medal and Title of Champion Typewriting Amateur, and Miss Celia Shanrauth beat the one-year record by seven words a minute. :: :: :: :: :: :: :: ::

The reason of the phenomenal success of "A Practical Course" rests mainly in the scientific and pedagogical way in which the student advances while mastering the keyboard. The strong fingers are not strengthened at the expense of the weak fingers; neither are the weak fingers wearied with drills in advance of their more nimble brothers. **All the fingers are trained all the time**, with due consideration for the strength and suppleness of each. The student goes from the known to the unknown, the line of least resistance being followed throughout, so that he acquires the ability to write by touch almost before he knows it. **This method has been one of the fundamental factors in producing all of the most rapid and accurate typists of the present day.**

The following typewriting records are now held by advocates of Charles E. Smith's method as presented in "Practical Course in Touch Typewriting," and all are writers of ISAAC PITMAN SHORTHAND.

WORLD'S RECORDS

Words per Minute.

ROSE L. FRITZ	World's Champion	99
L. H. COOMBES	Amateur Champion	75
CELIA SHANRAUTH	One-Year Champion	59
ELISE SCOTT	School Champion	52
JOSEPHINE KROEPLIN	Minimum-time Champion	34

In these contests five words are deducted for every error.

In the Amateur Contest, October 20, Madison Square Garden, Miss Celia Shanrauth established a new record by writing at a net speed of 59 words per minute, after 50½ weeks' school-time. Miss Josephine Kroepelin made the remarkable record of 34 words, net, per minute after three months and 28 days of school-time.

VIEWS OF SOME EXPERTS

PRODUCES THE BEST RESULTS.

"I am pleased to state that I consider 'A Practical Course in Touch Typewriting,' the only text-book from which I studied, the best typewriting instruction book that I have seen. The exercises are excellent and have helped me wonderfully in working up speed. The whole course is very interesting from the beginning, and it cannot but produce the best results in the shortest time. I attribute my success in typewriting in a large measure to the assistance given me by Mr. Smith, the author of the book, and I am sure any one who uses it will be more than pleased with the results."—*Rose L. Fritz, the World's Champion Typist.*

A REVELATION TO TYPISTS.

"It is a pleasure to say a good word for 'A Practical Course in Touch Typewriting.' I believe it is the best system of typewriting ever devised. The lessons are so arranged that they not only keep up the interest, but compel the enthusiasm of the student from beginning to end. It would be a revelation to typists who have learned by some of the other methods to see the gain in the skillful manipulation of the typewriter which would come to them merely from working through the first twenty budgets of 'A Practical Course.' They would then be loud in their praises of what has so aptly been called the 'New Typewriting.'"—*Leslie H. Coombes, Amateur Champion Typist.*

FORTY PER CENT. BETTER PROGRESS.

"We certainly are highly pleased that we have introduced your 'Practical Course in Touch Typewriting.' We have now a class of seventy-five using it, and we are confident that we make no mistake in saying that we are getting 40 per cent. better results than with the text previously used. Your book keeps up the interest from start to finish and also gives the student considerable information not found in other works of this character."—*Central Business College, Kansas City, Mo.*

SIXTH EDITION NOW READY. Price 50c.; Cloth 75c.

Published for Single and Double Keyboard, also for the Oliver.

Send for new pamphlet, "Why the Isaac Pitman Shorthand is the Best," and copy of "Pitman's Shorthand Weekly." Write for particulars of FREE MAIL COURSE FOR TEACHERS.

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VOL. 33

DECEMBER, 1908

No. 4



The Penman's Art Journal

PUBLISHED BY
THE NATIONAL PENMANSHIP PRESS
 HORACE G. HEALEY, EDITOR
 229 BROADWAY, NEW YORK

TWO EDITIONS.

THE JOURNAL is published monthly in two editions.
 THE PENMAN'S ART JOURNAL, 32 pages, subscription price 75 cents a year, 8 cents a number.
 THE PENMAN'S ART JOURNAL, News Edition. This is the regular edition with a special supplement devoted to News, Miscellany, and some special public-school features. Subscription price \$1.00 a year, 10 cents a number.
 All advertisements appear in both editions; also all instruction features intended for the student.

CLUBBING RATES.

Regular Edition—75 cents a year. In Clubs of more than three, 60 cents each.

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After having sent in enough subscriptions to entitle the club sender to the minimum rate, as specified above, additional subscriptions in any number will be accepted at the same rate throughout the school year.

On foreign subscriptions, including Canadian, and on subscriptions in Boroughs of Manhattan and Bronx, New York, 25 cents a year extra, to pay for additional cost of delivery.

ADVERTISING RATES.

\$3.00 an inch. Special rate on "Want" ads, as explained on those pages. No general ad. taken for less than \$2.00.

CHANGE OF ADDRESS.

Subscribers wishing to have their magazine sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received.

The one thing of which The Journal is proudest is that nine-tenths of the school proprietors and teachers that take the trouble to put it in the hands of their students at the clubbing rate think enough of the paper to send in their own subscription year after year for the News Edition at one dollar.

ALL ABOARD FOR INDIANAPOLIS!

As usual, THE JOURNAL is getting up a party to make the trip West for the annual meeting of the National Commercial Teachers' Federation, to be held at Indianapolis December 28 to 31. No feature of the week has been more pleasant than the journey through, and there can be no comparison between a rather monotonous trip made alone and a day in company with a score or more of fellow teachers and school men. After the Eastern members have tasted the pleasure of this preliminary gathering they are fully prepared for the larger work and pleasure of the succeeding days.

As the most convenient train for all concerned, the St. Louis Limited, leaving New York at 2.00 P. M. Sunday, has been selected. This train reaches Philadelphia two hours later, stops at Harrisburg at 6.11 to pick up such members as may find it convenient to join the party there, and leaves Pittsburg for the last half of the journey at 1.30 Monday morning. Indianapolis is reached at 10.20, and the passengers have ample opportunity to remove any stains of travel and dine before the opening of the convention at 2.00 P. M.

There should be a larger delegation from the East this year than ever before. In spite of the depression most of the schools of the East show a good attendance, some of them even better than last year, and with the prospect of a busier year to come every teacher and commercial school proprietor should feel that it is due to himself, a duty and a privilege, to join in the interchange of ideas and good fellowship at the Indianapolis Convention.

All arrangements have been made in a masterly manner and a programme of exceptional value has been prepared.



JOSEPH BOYER.

The man behind the Burroughs Adding Machine Company, Detroit, Mich. Seventeenth of a series of "Men Behind Great Business Enterprises Closely Associated with Commercial School Interests."

The sectional meetings will be better than ever, the display in the demonstration hall will in itself be worth the time and attention of every man and woman present, and the social entertainment planned for the last evening will add the finishing touch to a perfect Convention. Those who have attended previous conventions should and will go from force of habit—because they know the money spent on the trip is an investment which will pay big dividends—and those who never have gone to these conventions ought to go this time to find out why others continue to attend year after year. It's going to be a great meeting and every one there will be able to learn or teach something. Stick a pin in the date—December 28.

The fare from New York to Indianapolis is \$18.50, Pullman berth \$5.00 additional. In order that berths may be reserved for this train it is desirable that applications should be filed early to prevent their being taken up by travellers outside our party. The sooner the application for reservation is received by us the more certain you will be of a desirable berth. Rates at the Hotel English are quoted elsewhere in this issue.

PINK WRAPPER

Did your Journal come in a PINK WRAPPER this month? If so, it is to signify that your subscription has expired, and that you should send us immediately 75 cents for renewal, or \$1.00 if for the News Edition, if you do not wish to miss a single copy. This special wrapper (as well as publishing the date of expiration each month) is an additional cost to us; but so many of our subscribers have asked to be kept informed concerning expiration, we feel that any expense is justified.

CHANGE OF ADDRESS—Subscribers wishing to have their magazines sent to a new address should notify us promptly, giving the old address and specifying the edition, whether News or Regular. Notices must be received one full month in advance, that all copies may be received. Do not bother the clubber or teacher who sent in your subscription, but write to this office direct.

HOLIDAY GREETINGS



THIS year the holiday season will be hailed with special joy by many members of the profession. It is only during the last few months that the real improvement in the business situation has been noticeable, and particularly in the Eastern part of the country the fortunes of commercial education, ever of necessity linked closely with the prosperity or adversity of business interests, have begun to show that improvement which presaged the dawn of the new era of business activity. For this reason, if for no other, there will be a general holiday feeling among the commercial school men of the country.

There is, too, noticeable throughout the country, an increasing amount of that good will toward men displayed in the increasingly friendly attitude of business school men one toward another, and for this spirit of the season, which is at its best only when it lasts throughout the year, the members of the profession have reason to be deeply grateful. There is no frame of mind deserving commendation during the holiday season which cannot, with admirable results, be continued during the following twelve months.

To the school proprietor, the pupil and the business man the Christmas time comes this year with the promise of material good cheer. The owner of the school sees in the replenished fires of the factories and the workshops the promise of a greater demand for his own product and consequently greater prosperity. The pupil knows that the money he is spending and the time devoted to his studies are sure to bring him big returns on the investment when he has completed the courses mapped out for him. The teacher finds his work lighter, for it is much easier to teach the hopeful, enthusiastic pupil than one who reflects in his manner a prevailing feeling of depression.

THE JOURNAL itself has special reason for yielding itself fully to the influence of the season. It has succeeded in securing for its readers the best course in business writing that has ever been presented to the public. It has secured for its other departments contributions of exceptional merit. It has, even in the face of adverse business conditions, made many new friends, and is daily in receipt of felicitations from those friends in all parts of the country. It rejoices, in these last days of the year, with its many readers in their promised or accomplished prosperity. It rejoices in the good work being done for commercial education. It rejoices in the higher standards that are being set by business school men in their courses of study and in their requirements for graduation. And it rejoices, most of all, in the growth of that spirit of good fellowship which should exist between the members of a profession devoted primarily to the uplift of the youth of the country and only secondarily to personal gain.

It is thus that the December issue of THE JOURNAL comes to you—with a confidence in the future of the profession to which it is devoted, which is born of the experience of the past, with a spirit of optimism which its position in the commercial educational world has given it special reason to develop as a result of its observations. For all our friends, therefore—and among these we number every one to whom these words may come—we wish a pleasant holiday season, filled to overflowing with all the best that its meaning implies.

AN ENCOURAGING OUTLOOK



ONE of the most encouraging signs is the increased confidence being shown week after week by commercial schools in the future. We are in an especially good position to note the attitude of school men throughout the country toward the business situation, and the spirit of increasing confidence from East, West, North and South is unmistakable. And certainly there is good basis for this confidence. Hardly a school from which we have heard but is holding its own as against the record of last Fall, before the panic broke, in the matter of receipts, and in many instances school proprietors report increases of twenty-five to fifty per cent. One school in Massachusetts not only reports an increase in enrollment of seventy-five per cent over last year, but adds that a better class of pupils is enrolling each year.

That the work of the leaders of the profession for quality rather than quantity is bearing good fruit cannot be doubted. And we believe this movement for higher standards in business education has come from the schools themselves rather than from the public. Even while business men have been accepting the graduates of business schools, young men and women who had taken up the work without proper preparation for it, making no complaint as to their deficiencies, accepting them as incidents to the breaking in of a new assistant, school principals themselves have been constantly urging more careful preparation. In many schools young men and women without proper educational qualifications are not encouraged to enter, but when they are admitted a thorough course in the branches in which they are deficient is insisted upon, often over the protest of the pupil who is looking for a short cut to a business career.

Many schools, too, are raising their rates. There is a rate below which no school can live and do satisfactory work. It may be that some schools charge too much for the service rendered, but this is more likely to be true of the cheaper than of the higher priced schools. In many of our great universities the tuition rates, notwithstanding the millions of dollars of endowment, are from \$150 to \$200 a year, but the schools could not live and do the work they are expected to do for less. Where rates are raised in a business school two things are indicated, first, that the quality of the instruction has been correspondingly increased, and, second, which is even more encouraging, that the people from whom the school expects to draw its patronage are educated up to the point of appreciating the difference between a cheap article at a cheap price and a good article at a good price. It is also apparent, where such a raise is successfully made, that the prosperity of the people is great enough to bear the added expense.

While it is possible for young people without the advantage of a high school education to succeed in business, any lack of preparation is sure to be more and more keenly felt by the person so handicapped as the complexity of our commercial life increases. On this account it is encouraging to note, from one of the greatest mill cities in the United States, the report of one of its commercial schools that more than fifty per cent of those enrolled this year have attended the high school for from one to four years. A well managed school, under these conditions, is bound to be successful.

"The Journal will certainly be a winner again this year."
—O. D. Bolin, Brazil, Ind.

Shorthand and Typewriting

THE BUSINESS SHOW AT MADISON SQUARE

As usual the Business Show, held at the Madison Square Garden, October 17 to 24 inclusive, was a great success, not only from the standpoint of the managers, but as well from that of the business man who wished to familiarize himself with the latest improvements in office methods and office appliances. While a few of the leading manufacturers were absent, the display was so large and so excellent as to be exceedingly creditable to all concerned.

Especially notable were the displays of the Royal and Underwood typewriter companies, the former having far the most conspicuous and striking exhibit in the great building. The Underwood people also made a strong showing, and judging from the crowds around these booths there has been no lack of interest in typewriting machines even during the business depression of the past months; in fact, nothing augurs better for the future than the apparent zeal of the business men present in learning the superior points of the various business appliances brought to their attention.

At the Smith booth in the Garden, where the new visible machine was being displayed, could always be found a large number of double keyboard operators anxious to learn the merits of the new typewriter. The Smith exhibit was complete and well arranged.

The typewriting contest, involving the International Typewriting Speed Trophy, which was held on Thursday, October 22, was easily the feature of the day. In this contest Miss Rose L. Fritz, who astonished Europe some months ago by the speed at which she operated the typewriter, and who is said to have had crowned heads among her admiring on-lookers, again demonstrated her superiority by retaining her title as champion of the world in typewriting, and defeating a score of the fastest operators in America. This contest was an hour in length, copy was handed to contestants one minute before the trial began, and the usual five words penalty was in force.

The record of Miss Fritz, who is an exponent of Charles E. Smith's practical course in touch typewriting, published by the Isaac Pitman people, and who operates the Underwood machine, was 5,838 words gross. This made her net speed per minute, after deducting 20 per cent for errors, 87.4 words. She was closely followed by Emil Treizger, of Chicago, a Remington operator, who wrote 5,818 words in the same time, and whose net speed, after deducting 2.2 per cent for errors, was 86.5 words per minute. O. H. Blaisdell, of New York, attained a higher gross speed, but made nearly twice as many errors as either of the two leaders, and his penalties brought the net speed down to 79.8 words per minute. With a remarkably small percentage of errors, 1.5 and 1.7 respectively, Fred Jarrett, of Toronto, and Leslie H. Coombes, also of Toronto, wrote 73.9 and 73.3 words per minute.

This year a new form of contest was inaugurated, known as the Amateur Contest, open to all who had not competed in any previous Business Show. The prizes were a gold medal and the title of champion typewriting amateur, to the first; a silver medal to the second, and a bronze medal to the third. Mr. Coombes, one of the entries in the other contest, who is also an exponent of the Practical Course in Touch Typewriting, won at a slightly higher rate of speed for the half hour than he had shown in the sixty-minute contest, his net speed being 75 words.

In the international contest the copying for one hour was from a magazine, the title of the article being "Taft for the Presidency."

AMERICAN TYPEWRITERS IN ENGLAND

American typewriter and office appliance manufacturers have been deeply interested in the new Patents Act, which went into effect a short time ago. Under the provisions of this act it is necessary for foreign manufacturers, in order to protect English patents, to commence the manufacture of the article in England within a certain period. In this connection an English publication says:

"The case of the typewriter is peculiar, and the effect of the Patents Act would in this case be more marked than in that of any other patented article but for one or two considerations. There are about a score or more of typewriters placed on the British market, of which only two or three can properly be said to be manufactured in this country. The great majority are made in the United States of America, and two or three in Germany. The Patents Act requiring an article patented in this country to be made here within a specified time if the patent is not to be forfeited, will, of course, have the greatest effect in those cases where there is no doubt as to the validity of the patent, and the conditions of the labor market favor the transfer of the industry to these shores."

The purpose of the new act is, of course, to foster home industry and relieve so far as possible the condition of the unemployed in England. While the act works considerable hardship on certain American manufacturers, the requirement is undoubtedly, from the English standpoint, entirely defensible, and it is said that the result has been to cause a rush of applicants desiring to secure sites for factories in England, thus saving their patents from falling into other hands.

"I am using THE JOURNAL in my classes exclusively, and the results obtained are most gratifying. The lessons are certainly par excellence."—O. J. Hanson, Grand Forks, N. D.

"I have thought to myself each year and remarked to my many pupils: 'This is the "top notch," but surely the September issue of THE JOURNAL is superior to all others.'"—C. N. Falk, San Jose, Cal.

Acquaintance in Business Writing

FOR BEGINNING PUPILS

BY
H. G. HEALEY

LESSONS IN FREE-ARM MOVEMENT WRITING.



THIS course of lessons is the result of the combined efforts of Edward C. Mills, the noted Script Writer, and Horace G. Healey, the Editor of The Journal. Every feature has been tested in the crucible of the class room, and nothing but the pure metal remains. We promise the highest possible improvement to all who conscientiously follow the course. It is expected that pupils will do at least one hundred pages of practise work each month. Certificates will be granted to all who meet the necessary requirements.

MATERIALS.

PAPER—Use a good quality of paper, eight by ten and a half inches in size. Whenever the time can be had to do so, the paper should be ruled into quarters, as shown in the lessons. The quarters may be indicated by check marks, making the middle check mark first. A little time can be profitably spent in eye-training of this nature. Have at least two blank sheets under the one on which the writing is being done.

PENS—For Business Writing use a business pen. Any of the following will give very satisfactory results: Esterbrook, Business and College, No. 453; Hunt, University, No. 59; Gillott's Magnum Quill, No. 601 F; Spencerian, Commercial, No. 3. Use a new pen at every lesson.

INK—Use a blue black fluid ink, the darker the better.

AMOUNT OF WORK TO BE DONE.

From one to five pages of each lesson should be written, whether it consists of a Letter, a Word or a Sentence. All Product Work should be filed away for grading and comparison.

MONTHLY SPECIMENS.

At the beginning of the course, and on the first Monday in each month, each student should prepare two specimens of writing, one to hand to the teacher, the other to be retained by the pupil himself. These specimens should be written as follows:

City. State. Date.

This is a specimen of my best penmanship.
Nine men went mining in a mine.

A set of capitals written in two lines.
Signature of the writer.

FREE CERTIFICATE.

A Free Certificate will be awarded to one pupil in each school who, in the judgment of the teacher, has made the greatest improvement. These Certificates are to be awarded March 1, 1909.

FORM.

Form is taught concurrently with Position and Movement. The type form of the Letter is used as the basis. This is done that learners may see the resemblance existing between the two forms in Shape and Proportion.

SPEED.

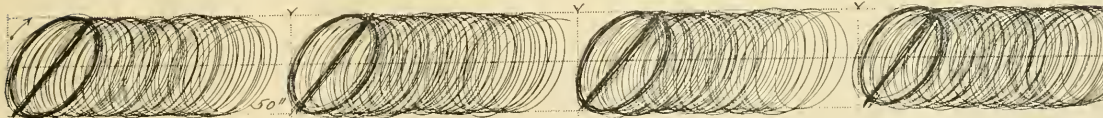
That the desired quality of line may be obtained, it is very necessary to make the exercises at the rate of speed indicated. High speed should not be attempted at first, but should be a resultant acquirement.

PRACTICE WITH DRY PEN.

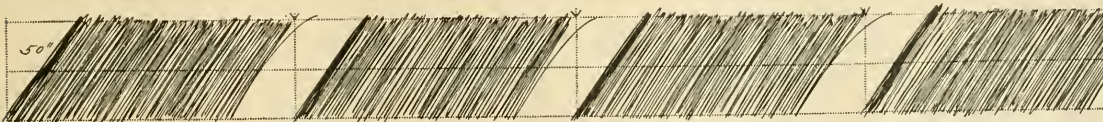
With a dry pen go over the outline very carefully of each letter. Repeat this fifty times. It will accustom the muscles and nerves to the Letter Track. Each letter has a little track of its own, and the muscles must be accustomed to making the trip. These tracks are very narrow.

HOW TO PRACTISE.

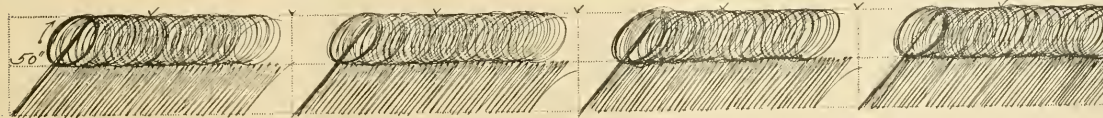
Assume and maintain a correct position at the desk. Take paper and check off into Quarters. Practise dividing these Quarters into Eighths. This will be necessary in order to have a definite guide as to proper direction for the down strokes. Then "STOP, LOOK AND STUDY." Do not plunge ahead blindly and trust to luck—letting your hand do your seeing and thinking. The eyes are to see the letters, the head to understand them, and the hand to make them. Read the brief instructions carefully. Be sure that you understand them. The first line shows the make-up of the letter; the second, how to practise it. You should devote at least one-third of your practise time to the first line, and two-thirds to the second line. Always count, either aloud or to yourself, while practising. Later on in the course it will be possible for you to keep the count and not move your lips.



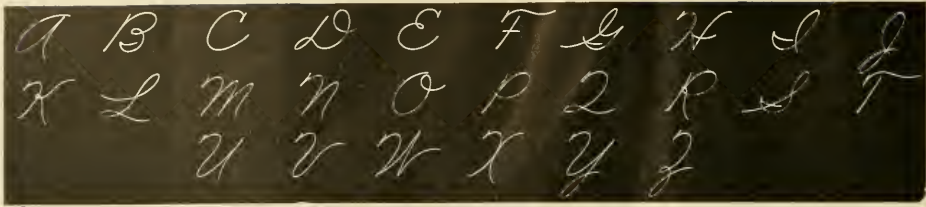
COPY 1—Make the straight line exercise going up and down ten times, and then an Indirect Oval ten times in order to balance the line. Then let the hand gradually move across the paper forty or fifty revolutions for the entire exercise. Move to the next quarter and proceed before. Three down strokes per second.



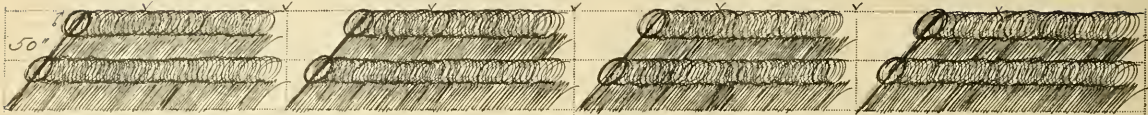
COPY 2—Divide the line into fourths, and then divide the fourths into eighths. This will divide the line into inches. Next bisect the hand inch in each quarter to give the slant, and the exercise. Make ten retraced strokes, and then move forward until the upper part of the exercise comes up to the end of the quarter. Keep the slant uniform throughout.



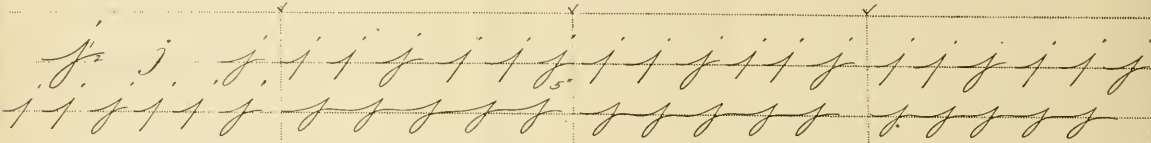
COPY 3—Make the guide line or post, and then execute the Indirect Oval Drill, but make it only one ruled space high. Fifty strokes to each quarter. Three down strokes per second.



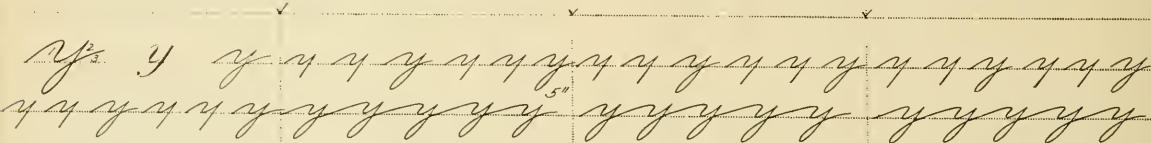
STANDARD BUSINESS CAPITALS—AS PLAIN AS PRINT.



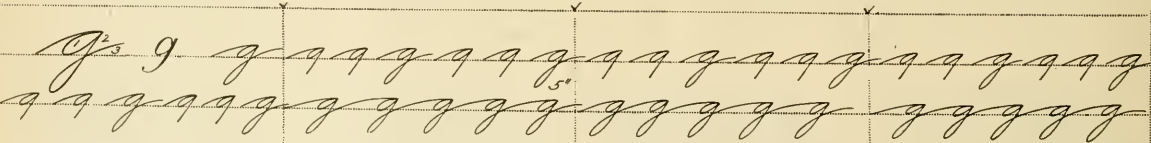
COPY 4—Make the guide line or post as before, but make the Compact Oval and Straight Line Exercise one-half space high. Fifty down strokes to the quarter. Three down strokes per second.
 The foregoing plates are very valuable General Drills leading up to the small letters and capitals that follow. Students should spend considerable time on these before proceeding to the letters.



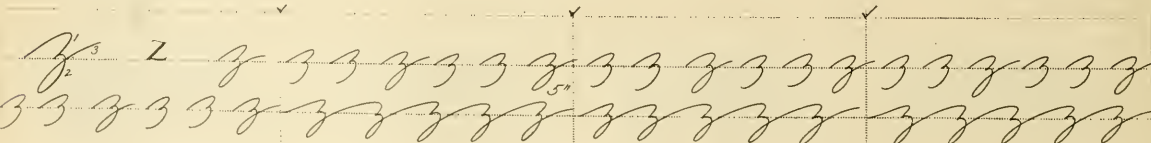
COPY 5—*i*. Divide the line into quarters. Write half a page of the first line before taking up the second. Do not make the part of the letter below the line any larger in proportion than the copy. Observe the form of the joining strokes. Count one, two. Make ninety per minute.



COPY 6—*y*. Divide the line the same as for Copy 5, and study carefully the form of the letter. Do not swing the loop too far to the left. Count one, two for the straight line finish, and one, two, three for the loop finish. Make sixty per minute.



COPY 7—*g*. Note the resemblance of this letter to the type form. Count one, two for straight line finish, and one, two, three for the loop finish. Make sixty per minute.



COPY 8—*z*. Observe that the first part of this letter is like the first of the *u*. Do not destroy the form of the second part with a hurried, jerky movement. Count one, two for the exercise, and one, two, three for the letter, making sixty per minute.

THE YOUNG MAN'S PAGE

BY
THE
EDITOR

Washington Irving in the "Voyage" depicts in a very beautiful manner the thoughts and emotions of one on his first visit to a foreign shore, and though he wrote three-quarters of a century ago at a time when even the sailing ship was not at its best, his description is as appropriate to-day as it was then. "To an American visiting Europe," he says, "the long voyage he has to make is an excellent preparative." And then he goes on and tells of the soliloquies, memories and day-dreams which all experience. When the writer had gotten well along on his eastward journey to the land of his forefathers, many thoughts arose in his mind which only such a trip will suggest, the one thought that seemed to overtop all others being this: What nation can compete with America as a young man's country? Why, our President is but fifty years of age and he has served in Washington for practically two terms. Young men conducted the presidential campaigns, young men manage the great banks, the insurance and telegraph companies and the railroads, and almost without exception all have risen from office boys.

In America it is almost the exception where a son follows the business or calling pursued by the father. In Europe it is the reverse. Practically every young man plans not only to follow the trade or occupation of his father, but to work in the industry which characterizes his vicinity. Europe, especially England, manufactures; America produces. Of course, manufacturing is production in a sense, but all wealth is based ultimately on production. If I buy five hundred barrels of apples at two dollars a barrel and sell them again at two and a half dollars, I have made a profit, but I have not created wealth. The world is no better off—no richer—than it was before. America produces, and that is the cause of its great wealth and power. Australia has just as rich gold mines, China and Russia as rich grain fields, and South America far greater forests, but they are not worked as energetically as are those in America—not turned into wealth.

There must be enterprise, and this is furnished by the young men. Of course, the old men are still busy, too, and when they were young did just as well as the young of to-day, but each has his turn at the lever, plays his part and then steps aside for others, and this natural law of change casts no reflection on those who worked just as hard and as faithfully in their day as we do in ours.

Well, this is not exactly what I started out to say. One has thoughts after he lands, and sometimes these are lonely. My first night was spent in Birmingham. I arrived there late in the afternoon, and it becomes dark much earlier in England than it does in New York. After reaching my boarding house, I sat down, and somehow or other it began to dawn upon me that I was a long way from home. All at once some one in the next house started an old piano, and soon a young voice began singing clearly that deeply sympathetic

ballad, "Honey boy, I hate to see you leave me," etc., and that sounded a little like home. I started for a walk in a few minutes and just across the street was the theatre with long lines of people waiting to buy tickets, and the show was none other than the "Merry Widow." Proceeding farther up Broad street but three blocks, I saw an automobile run over a man, and the assembling of a large crowd with the police pushing and pulling them back—it was so much like New York, and I said, "Surely, there is a sameness after all."

Do not imagine for a minute that the young men of America work any harder, walk any faster, or strive more earnestly to succeed than do those in England. We Americans have no mortgage on hustle and push. The English get up just as early and work just as late as we do—but, and here is the key to the entire situation, they do not get anything for it. Now, before you read another sentence I want you to hold out your left hand with the palm upward, place the right hand on top of it and shake hands with yourself that your forefathers had the perception, the courage, the ambition to come to America in plenty of time for you to make your career there. Aside from natural resources and abundance of room for all of us, we have not much advantage over any other country in Europe. We boast of our freedom, but we do not know what freedom is. There is not a freer people on earth to-day than the English, that is, so far as political freedom is concerned. When it comes to opportunities for social and financial advantage, we raise another entirely different question. The hills are just as beautiful, the lakes just as silvery and the fields just as green, and I am not sure but that on the whole the climate is a little bit better, although some get very tired of the fog and mist in winter.

But the pay one receives for his work is so small that it is almost impossible to lift oneself out of his environment, and that is the reason so many have no choice as to their calling. However, that is changing, and another generation will see a great revolution in England—not strife or war, but socially. With education and improved machinery everything is going to be changed.

What about the salaries? Well, a clerk—bookkeeper or stenographer—begins at about three dollars a week, and after two or three years' experience may work up to seven and a half or ten dollars. The latter sum is very exceptional, and one must be an expert to draw it. It is safe to say that the average salary paid stenographers in England is less than seven dollars a week. This is the average salary paid the workers in the mills, too—to men who are the heads of families. And ten per cent of the union men in England are idle this very day. In England one person out of every fifty is a pauper. Ordinary day laborers receive from sixty to eighty cents a day. No doubt, these are astonishing figures, especially when you come to remember that it costs just as much

(Continued on page 22.)

Fountain Pen Script

BY F. W. MARTIN

Exercises 16, 17 and 18 are given as supplementary work. Practice on these carefully.

In Exercise 19 the *d* is just like the *a*, except that the second part is one space higher.

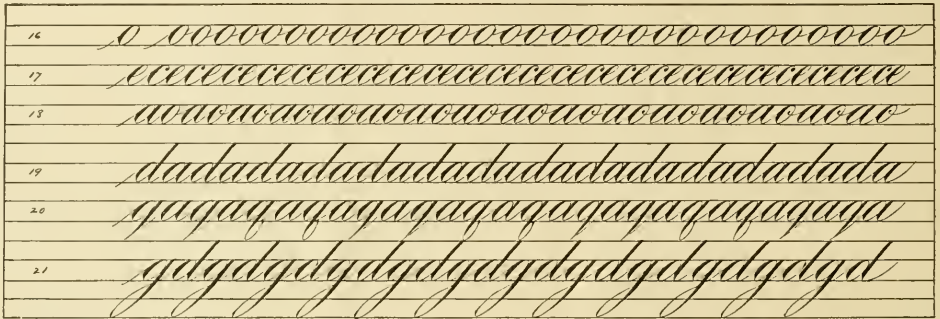
In Exercise 20 two styles of *q* are given, with and without the loop. The shade and hair line should not extend more than one space below the base line.

Exercise 21.—The second part of the *g* is exactly the same as the small *j*, which is explained in the next paragraph.

also compounded, giving it a desired fullness not obtained by making simple right and left curves. Notice that the upward stroke does not extend to the base line, and that there is a slight shade to the bottom of the loop.

Exercise 23. The main stroke in the *p* begins one space and a half above the base line, and extends one space and a fifth below the base line. The second part of the *p* is the second part of the *n*. The first part of the *y* is like the first part of the *v*. The second part is a *j* omitting the dot.

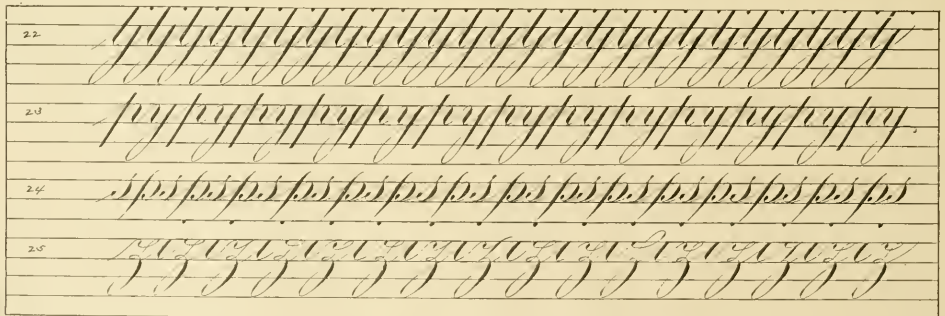
Exercise 24. The main stroke in the modified *p* is a



Exercise 22. The *j* forms the main part of several other loop letters, and it is important that you should spend much time in learning to make it properly. The letter is three spaces in length, extending two spaces below the base line. The shaded part should be two spaces in length, extending one space below the base line. The shaded stroke is slightly compounded. The hair line on the left side of the loop is

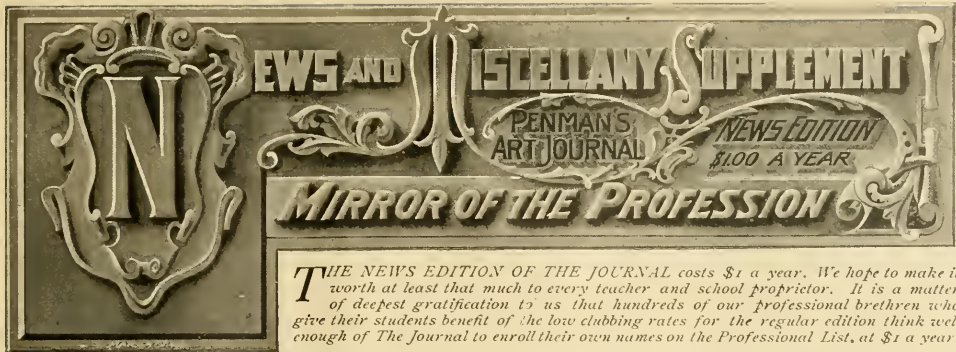
compound shaded stroke beginning one space and a half above the base line and ending one space below the base line. The second part is an inverted *c*.

Exercise 25. Some engravers make the loop on *s* but one space and a half below the base line. I have given them two spaces. Notice that the shade on the loop below the base line is thrown well out to the right.



Something new from the Auto Pen and Ink Manufacturing Company, 40 Dearborn street, Chicago, is C. A. Faust's automatic fountain attachment to use with the Automatic, Soenneken or ordinary pen. Observing the need of something of this kind, Mr. Faust set his inventive faculties at

work and evolved an attachment which cannot fail to prove of great value to all users of shading pens. The fountain chamber contains a sufficient quantity of ink to make hundreds of feet of letters—in fact, a test made showed 1,300 feet at one filling.



RECENT JOURNAL VISITORS

H. W. Darr, St. Louis, Mo.
 M. L. Miner, Miner's Business Academy, Brooklyn, N. Y.
 Albert Link, Public Schools, Brooklyn, N. Y.
 W. R. Smith, Hefley School, Brooklyn, N. Y.
 G. E. Van Buskirk, Newark, N. J.
 W. R. Hayward, High School of Commerce, New York.
 W. L. Cochran, Wood's School, New York City.
 H. H. Beidleman, Eagan School of Business, Hoboken, N.J.

MOVEMENTS OF THE TEACHERS

G. C. Kreighbaum, formerly of the Business Systems School, Toronto, Ont., is now connected with the Cleary Business College, Ypsilanti, Mich.
 C. H. Shaw, of Bronson, Mich., has been engaged for the commercial department of the Minot, N. D., College of Commerce.
 Walter M. Eby, a Harvard graduate, formerly of the Asbury Park, N. J., High School, is now at the head of the advanced office department of Spalding's Commercial College, Kansas City, Mo.

A new addition to the teaching staff of the Canada Business College, Hamilton, Ont., is Geo. Henning, a graduate of Banks Business College, Philadelphia, and recently a public school teacher in Ontario.

D. A. Reagh, of the Piqua, Ohio, Commercial College, has sold his school and is taking charge of the commercial department of the Columbus, Ohio, Business College.

C. J. Crouch, a graduate of Strayer's Business College, Washington, D. C., has been employed as an assistant commercial teacher in that school.

Miss Alberta Slaughter, of Kahoka, Mo., is a new assistant commercial teacher in the Kansas City, Kan., High School.

F. B. Hudson, of Olean, N. Y., formerly for many years at the head of the commercial work of St. John's Military School, Manlius, N. Y., is a new commercial teacher in the Spencerian Commercial School, Cleveland, Ohio.

May Vilas, of Burlington, Vt., is this year in charge of the commercial work of the Berlin, N. H., High School.

C. T. E. Schultze, late of the Drake College, Orange, N. J., is now teaching the commercial branches in the Gregg School, Chicago, Ill.

E. A. Riley, of the University of Chicago, and H. C. Stanley, of St. Joseph, Mo., are new additions to the staff of the School of Commerce of the James Milliken University, Decatur, Ill.

Glenn W. Slade, of Goodrich, Mich., a Ferris graduate, is in charge of the commercial work of the Breck School, Wilder, Minn.

Miss Harriet Brittan is the new commercial teacher in the Maine Township High School, Des Plaines, Ill.

John R. Dykstra has recently been added to the faculty of the Paterson, N. J., High School. He will handle commercial branches.

W. A. Patton, of Oneonta, N. Y., goes to the Pennington, N. J. Seminary to follow B. D. Stowell, who has been engaged to teach in Burdett College, Boston.

Miss Delia Brake, of Rock Cave, Va., formerly with the Mountain State Business College, Parkersburg, W. Va., goes to the Bliss Business College, North Adams, Mass., to teach shorthand, where she follows Miss Angeline N. Carver, who takes up similar work in Miss E. M. Olmstead's Shorthand School, Hartford, Conn.

Miss Mary Lindsay, of Freeland, Pa., is a new teacher in Kinyon's Commercial School, Pawtucket, R. I.

Miss Laura Bolyard, of Middleton, Mich., a Ferris graduate, is teaching shorthand in the American Pitmanic School, a correspondence school of shorthand, Lansing, Mich.

J. A. Barnum is a new teacher at Watson's Business College, Chicago, Ill.

G. E. Henning will be a new assistant commercial teacher in the Canada Business College, Hamilton, Ontario.

B. F. Watson, of Osnauburg, Ohio, a Zanerian graduate, is the new supervisor of penmanship in the Sharon, Pa., public schools.

NEW SCHOOLS AND CHANGES

J. B. Mack, of Newburyport, Mass., has opened a new branch school at Moose Jaw, Sask., under the name of the Crown Commercial School.

Boyd's School of Shorthand has recently been opened at 181 Yonge street, Toronto, Ont.

A new school has been opened in San Francisco under the name of the American Business College. The president of the school is Mr. Worcester, for many years president of the old Garden City Business College, San Jose, Cal.

HEADQUARTERS OF THE NATIONAL COMMERCIAL TEACHERS' FEDERATION

HEADQUARTERS—Hotel English. **Rates**—European plan, two in a room, \$1.00 per day; one in a room, \$1.50 per day. Rooms with bath, two in a room, \$1.50; one in a room, \$2.25 and up. Four persons in suites of two rooms each, with private bath, \$1.25 each. American plan, add \$1.25 to above rates. Owing to the fact that the Public School Teachers' Association convenes same week, rooms should be reserved as early as possible. For reservations or other information address S. H. East, Chairman Executive Committee, 424 Law Building, Indianapolis.

FRESH BUSINESS LITERATURE



THE Business Institute, Detroit, Mich., while a new institution, is forging right to the front and is making an enviable record. Under the management of L. C. Rauch, E. E. Vantine and A. F. Tull, nothing but success could crown its efforts. The latest catalogue shows a long list of graduates.

A very unique and substantial catalogue is that issued by the Eaton and Burnett Business College, Baltimore, Md. This school, established thirty years ago, is looked upon as one of Baltimore's important institutions. The book is handsomely illustrated, well printed and shows much care in its compilation.

The Omaha, Nebr., Commercial College gets out one of the largest catalogues that comes to our desk, it being an even hundred pages, size 8x10. It is closely printed, and is filled with interesting information for the prospective student.

A catalogue out of the ordinary is that issued by the Peirce School, of Philadelphia. It contains 144 pages, 12mo, with nearly thirty pages of names of students, two columns to the page, everything set in ten-point type, no illustrations, but replete with matter pertaining to this well-known school. A record of 2,018 students from July 1, 1907, to June 30, 1908, was, so far as we know, unequalled by any business school operating but one branch. We commend this catalogue to the study of school owners generally.

The Samuel C. Tatum Company, of Cincinnati, Ohio, favors us with its latest catalogue of machinery used in the stationary and manufacturing business. The Tatum Company is one of the largest manufacturing companies in this country, and gets out a fine line of goods.

The catalogue of the Wilson Modern Business College, Seattle, Wash., comes to us in a very beautiful cover. It is filled with just such information as a prospective student desires while deciding upon what school to attend. The tinting work is very unique, nearly all of the pages having gone through the press twice.

Haskell Institute, located at Lawrence, Kan., sends us its annual catalogue. This well-known school, devoted to the training of the original American, is making a splendid record.

The catalogue of the Coleman National Business College, Newark, N. J., is a very beautiful piece of work. The paper is well selected and the printing is well done. This institution has been in existence for more than forty years, having been founded by Henry Coleman, formerly a teacher in the Eastman College, Poughkeepsie, N. Y.

There is but one word that can properly describe the printing of the catalogue of the Northwestern Business College, Spokane, Wash., and that word is beautiful. Printed in two colors, illustrated page headings, department headings all in their proper places, the work of getting out such a catalogue must have been very great. The school is presided over by M. M. Higley, president; C. P. Brewer, secretary, and H. N. Stronach, the well-known penman, are among the leading lights connected with this successful institution.

For forty-four years the catalogue of the Rochester, N. Y., Business Institute has been looked upon as one of the criteria of business school publications. The literature of this well-known institution bears up the reputation made in its departments. The illustrations show the pictures of hundreds of young men and women. A prominent place is given to the work of the summer school, where commercial teachers are trained for greater efficiency in their work.

Two-thirds of a century sounds pretty big, but such a claim Duff's College rightfully makes as an institution for business training, for be it known that the copy of the year book lying upon our desk is no less than the sixty-eighth issued

by this respected school. The student body for the year 1908 presents a remarkably long list of names. Much attention is paid to higher business courses. Messrs. Spangler, Johnson and Bowman are the men behind this institution, of which their catalogue is a fitting representative.

"Plain Facts About a Superior School" is the title of the annual catalogue of the Parks Business School, located at Denver. This catalogue is printed in two colors on beautiful paper, and is gotten up in splendid shape. A noticeable feature is the photographs of a large number of ex-students now holding responsible positions.

A large number of booklets and journals are received this month, the following being especially worthy of mention: Amos W. Smith Business School, Buffalo, N. Y.; Spencerian Commercial School, Louisville, Ky.; Business Educator, Merrill Colleges, Stamford, South Norwalk and Port Chester, N. Y.; Central Business College, Chicago, Ill.; The Exponent, Highland Park College, Des Moines, Ia.; Santa Rosa, Calif., Business College Journal; National Business College, Roanoke, Va.; Coleman College Journal, Newark, N. J.; Scranton, Pa., Business College; Link's Modern Business College Journal, Boise, Idaho; Marietta, Ohio, Commercial College; Waynesboro, Pa., Business College Journal; The Beacon, Central Business College, Indianapolis, Ind.; Connecticut Business College Journal, Middletown, Conn.; Ferrer's Modern Business College Journal, New Orleans, La.; Connecticut Business College Journal, Hartford, Conn.; Business Institute Advocate, Holyoke, Mass.; Business Monthly Magazine, Jacksonville, Ill.; Young's Business College, Vicksburg, Miss.; Macon & Andrews College, Memphis, Tenn.; Practical Text Book Co., Cleveland, Ohio; A. B. Dick Co., Chicago, Ill.; Auto Pen and Ink Mfg. Co., Chicago, Ill.

ARE YOU A MEMBER OF

The National Commercial Teachers' Federation

Organized in 1893.

The only National organization of Commercial Teachers.

IF NOT, WHY NOT? The Federation is made up of the following organizations:

The Private Commercial School Managers' Association.

The National Business Teachers' Association.

The National Shorthand Teachers' Association.

The National Penmanship Teachers' Association.

The National Commercial High School Teachers' Association.

The registration fee and dues for the Managers' Section is \$5.00 per year. Registration in any of the other Sections, \$3.00, with annual dues after the first year of \$1.50. This includes a printed report of each convention.

Ask for further information or send registration to

J. C. WALKER

43 Horton Avenue

Detroit, Mich.



CONVENTION NEWS AND NOTES

THE DEMONSTRATION HALL

The question of an exhibition room, or demonstration hall, is one which has troubled many members of the Federation and many exhibitors at the conventions in years past, and President Miner advises that many suggestions have come to him in the last few months relative to this matter. Through the co-operation of the president and the General Executive Committee, following a suggestion of W. H. Gleazen, of the Smith Premier Typewriter Company, a new plan has been evolved, of which Mr. Miner says:

"Through the efforts of Chairman S. H. East and member A. H. Sproul, both of the General Executive Committee at Indianapolis, aided by J. D. Brunner, chairman of the Executive Committee of the Managers' Section, we have been enabled to secure for the four days' sessions, December 28-31, in the mammoth building known as Shortridge High School (containing seventy-one class rooms, and all of the buildings being connected as one), a very large room, with movable flat top desks, or tables, and which is as large or larger than any room which the Federation has ever had for a like purpose, being room numbered 31, on the second floor, for the General Exhibit Room. Here, all exhibitors will have the same privilege of exhibiting their products as in years past, with the added privilege, if desired, of the free personal services of Carl Norton Pierce, who will have charge of this exhibit room, and who will look after the displays made, see that proper space is given to each and that every exhibitor (though some may have no personal representative on the ground) will be properly and conspicuously displayed. Mr. Pierce is one of the oldest, best and most personally popular advertising and 'scientific salesmanship' men in this country, and has positively no affiliation with or prejudice for any concern in the world; he will conscientiously represent all alike.

"Directly opposite the two main doors leading into this exhibit room are the entrances leading into the upper floor of the auditorium. This hall will be given over to the meetings of the Federation and to the 'talks' or personal demonstrations before those of our patrons who shall have subscribed to a full page (at \$50) in our programme. These 'talks' will consist mostly of twenty minutes each, although a few of those who first subscribed will be entitled to thirty minutes, as we placed the latter time at their disposal before we found that the proposition would prove to be so popular that we were subsequently compelled to reduce the time to twenty minutes. These 'talks' will be interspersed throughout the regular Federation meetings, and will be presided over (according to action of the General Executive Committee) by the president of the Federation, who will personally see that nothing objectionable is permitted to creep into any one of them.

"It was further determined by the Executive Committee (assembled at Indianapolis on the 19th of last October) that the official programme for 1908 shall be a very handsome one, printed throughout on fine plate paper, and will contain in addition to the regular programme (to include the 'Demonstration Hall' advertisers) the Constitution and By-laws of

the Federation, and a number of very handsome pages devoted to views of the main buildings and places of interest in Indianapolis.

SUGGESTIONS AND AN INVITATION

It is hoped that every school proprietor and teacher of commercial branches, shorthand and typewriting, including the teachers of these subjects in high schools throughout the United States, has already completed arrangements to attend the Indianapolis Convention. No school proprietor, manager or teacher can afford to miss any of the meetings of his section or of the General Federation. The new features which have been announced in the columns of this publication should appeal to every one interested in all that tends to the betterment of commercial education.

Any session of any section or of the General Federation meetings will be worth the entire expense of the trip, to say nothing of the inspiration to be gathered from coming in contact with the leaders in the profession. The old timers will be enthused by the younger element, which is coming full to the brim with ideas, many of them new and somewhat experimental. The younger members will be brought to more steady deliberation by those who have profited by experience and experimenting, and the good that is to result will be far-reaching and of undoubted benefit to the youth of our land.

Our president and his co-workers will see to it that a large representation will come from the East. The teachers of the central states can have no excuse for not being present, and this is an appeal to our Western brethren to see to it that every state west of the Mississippi is represented, and well, too.

Most reasonable rates have been obtained at Hotel English, our headquarters, and while no special railroad rates are obtainable, the rate of two cents per mile, which is in force in nearly all of the states adjacent to Indiana, is equivalent to the old one and one-third rate round trip. The Chicago contingent will leave Chicago over the Monon Route, Sunday, December 27, at 12 o'clock noon, and they will be glad to have all who go via Chicago join them.

Special accommodations will be provided, including a combination parlor and dining car. Special a la carte menu will be prepared at reasonable rates. The writer will be glad to hear from all who contemplate joining the Chicago party, as the more the merrier. The short run will afford us a splendid opportunity to renew old acquaintances and to form new ones, so that by the time we reach Indianapolis we will be good and ready for work.

Come, and induce everybody else interested to join you.

Fraternally,

J. F. FISH, Vice-President.

"The Journal is finer than ever, and I am very much pleased to see my old-time friend, M. B. Moore, the famous, giving lessons in your paper. It surely was a treat to see his portrait, which is a good one of him. I wish you much success."

SAM EVANS, Covington, Ky.

TO PENMEN AND TEACHERS OF PENMANSHIP

The next annual meeting of the National Penmanship Teachers' Association will be held at Indianapolis, Ind., December 28-31, 1908, in the Shortridge High School building. The Federation headquarters will be at the English Hotel.

The officers and executive committee of the Penmanship Association desire very much to have an enrollment of 200 members in the penmanship section. Remember the number—200—think about it, talk about it, and help to make it this number, first by enrolling yourself and second by interesting others to become members. The fee for the first year is \$3.00, and renewal thereafter is \$1.50. The fee includes a copy of the Official Report free. If possible, pay your fee before going to Indianapolis.

I am sure you would enjoy the programme of the next meeting. If you attend one of the meetings, I know you will want to attend another. The social feature, the cordial greeting, the glad handshake, the interchange of thoughts and ideas—these are qualities that belong distinctively to the Federation meetings. Can you afford not to identify yourself with a Brotherhood of this kind? Help the Association and the Association will help you.

Remember the 200—do all you can to make the membership reach this mark. Please join.

Yours most cordially,

C. E. DONER, Secretary N. P. T. A.

FROM THE SECRETARY OF THE N. P. T. A.

Up to date the following persons have paid their dues in the National Penmanship Teachers' Association for 1908-1909: F. W. Martin, M. A. Adams, S. B. Fahnestock, N. H. Wright, W. Irving Turck, L. E. Stacy, A. N. Palmer, C. A. Faust, G. T. Wiswell, Adelbert McIntyre, O. C. Dorney, E. H. McGhee, W. K. Cook, H. G. Burtner, T. C. Knowles, J. F. Fish, W. A. Hoffman, W. J. Shaffer, L. C. McCann, M. E. Bennett, Fred Berkmar, J. W. Creig, H. G. Reaser and C. E. Doner.

TO TEACHERS OF SHORTHAND AND TYPEWRITING

You should plan now to attend the meeting of the National Shorthand Teachers' Association at Indianapolis, on December 28-29-30. You need the Association and the Association needs you. You need it for two reasons—first, because the practical pointers on teaching your specialty which you will pick up from listening to the papers and participating in the discussions will be worth dollars to you in your work; second, because you need the uplift which the contact with your fellow teachers and the leaders of your profession will give you. You cannot help being a better and a stronger teacher for having attended this meeting. You ought to go if only for the uplift and inspiration of such a gathering.

The Association needs you because without you it has no reason for existence. It is for you that the officers and committees are planning and working to arrange a good programme, and it is to rub elbows with you that your fellow teachers are coming from the North, the South, the East and the West.

The complete programme will be published in these pages next month. Suffice it to say that it is a strong one, and something that you can hardly afford to miss. Office practice, the co-relation of shorthand and typewriting, the teaching of English, the acquisition of speed, developing typewriting ability, and other vital topics will be discussed by competent and experienced teachers. Watch for the announcement of the complete programme next month.

Come to the convention at Indianapolis if you possibly

can; anyway, join the Association now and encourage those who are responsible for its success by showing that you appreciate what they are doing for you.

RAYMOND P. KELLEY, President.

PROGRAM OF THE NATIONAL COMMERCIAL TEACHERS' FEDERATION

MONDAY, DECEMBER 28.

- 10:00. Advisory Council.
- 2:00. Federation (Auditorium opposite room 31).
- Invocation—Bishop John H. Vincent, Indianapolis, Ind.
- Address of Welcome on behalf of the City of Indianapolis—Mayor C. A. Bookwalter.
- Address of Welcome on Behalf of the Commercial Teachers' Association of Indiana—E. J. Heeb, Indianapolis Business University, Indianapolis.
- Response to the Addresses of Welcome.
- President's Address—E. N. Miner, New York City.
- Report of Secretary—J. C. Walker, Detroit, Mich.
- Appointment of committees; reports, new business, etc.
- 8:00. Meetings of Sections.

TUESDAY, DECEMBER 29.

- 9:00. Meetings of Sections.
- 2:00. Address, "Psychology Applied to Business Branches"—A. F. Sheldon, Chicago, Ill.
- 2:30. Demonstration by the Dictaphone—J. W. Binder, New York City.
- 2:50. Demonstration by the Burrows Brothers Company—James S. Curry, Cleveland, O.
- 3:10. Demonstration by Smith Premier Typewriter Company—W. H. Gleazen, New York City.
- 3:40. Address—Benn Pitman, Cincinnati, O.
- 4:00. Demonstration by the Underwood Typewriter Company—C. V. Oden, New York City.
- 4:20. Demonstration by the Writterpress.
- 4:40. Demonstration by H. M. Storms Company—H. B. C. Vannote, New York City.
- 5:00. Demonstration by Victor Typewriter Company.
- 5:30. Demonstration by Burroughs Adding Machine Co.
- 8:00. The National Congress of Commercial School Associations (to be held in large study hall).

WEDNESDAY, DECEMBER 30.

- 9:00. Meetings of Sections.
- 11:00 to 11:40. Demonstrations.
- 2:00. Address, "Efficiency"—W. N. Ferris, Big Rapids, Mich.
- 2:30. Address, "Higher Education as a Preparation for Business"—J. S. M. Goodloe, Columbus, O.
- 3:00. Address, "Practical Value of Psychology in Commercial Teaching"—R. H. Peck, Davenport, Ia.
- 4:00. Business meeting. Selection of place of next meeting; election of officers, etc.
- 8:00. Social entertainment, G. W. Brown, master of ceremonies.

THURSDAY, DECEMBER 31.

- 9:00. Meetings of Sections. (Election of Officers.) Federation (in large study hall).
- 2:00. Demonstration, H. M. Storms, "The History and Proper Use in Schools of Typewriter Ribbons and Carbons"—H. B. C. Vannote, New York City.
- 2:20. Address, "Where King David Made a Mistake"—J. N. Kimball, New York City.
- 3:00. Unfinished Business. Adjournment.

PROGRAM OF THE NATIONAL BUSINESS TEACHERS' ASSOCIATION

MONDAY, DECEMBER 28, 8 P. M.

President's Address—M. H. Lockyear, Lockyear's Business College, Evansville, Ind.

"Some Things a Business College Should Teach Besides Text Book Matter"—A. F. Harvey, Waterloo Business College, Waterloo, Ia. Discussion.

"How I Interest My Students in Commercial Law"—Mrs. J. M. Niswander, Central Normal College, Danville, Ind. Discussion.

"A Commercial Education vs. a Literary Education"—A. R. Brown, Chicago Business College, Chicago. Discussion.

"How I Teach Bookkeeping to Beginners"—J. B. Williams, Hall Business University, Youngstown, O. Discussion.

TUESDAY, DECEMBER 29, 9 A. M.

"The Study of Accountancy"—R. J. Bennett, C. P. A., Detroit Business University, Detroit, Mich. Discussion.

"Should Commercial Geography Have a Place in the Curriculum of the Commercial School?"—Frank O. Carpenter, English High School, Boston, Mass. Discussion.

"The Commercial Graduate. Worthy or Worthless—Which?"—Earl Tharp, Wood's Business College, New York

"What Has the Preceptor Done?"—J. L. Bennett, Secretary Continental Teachers' Agency, Bowling Green, Ky. Discussion.

"Factors in the Effective Preparation of Commercial Teachers"—S. C. Williams, Rochester Business Institute, Rochester, N. Y. Discussion.

WEDNESDAY, DECEMBER 30, 9 A. M.

"The Value of Morning Exercise in the Commercial School"—W. N. Ferris, Ferris Institute, Big Rapids, Mich.

"Some Elements which Contribute to Make the Thoroughly Desirable Teacher"—E. M. Huntsinger, Huntsinger's Business College, Hartford, Conn.; H. B. Brown, President Valparaiso University, Valparaiso, Ind.; S. C. Williams, Rochester Business Institute, Rochester, N. Y. General discussion.

"Uses and Abuses of Teachers' Agencies"—E. E. Gaylord, High School, Beverly, Mass.

"The Advisability of Students Completing Both the Business and Shorthand Courses"—P. S. Spangler, Duff's College, Pittsburg, Pa. Discussion, "Round Table."

THURSDAY, DECEMBER 31, 9 A. M.

"School Discipline"—J. M. Niswander, Central Normal College, Danville, Ind. Discussion.

"English in the Commercial School"—Josephine Turk Baker, Editor Correct English, Evanston, Ill. Discussion.

"Evolution in the Methods of Teaching Bookkeeping"—J. W. Baker, Author Twentieth Century Bookkeeping, Knoxville, Tenn.

"Modern Bookkeeping as a Business Exponent"—J. A. Hiner, Spencerian Commercial School, Louisville, Ky. Discussion.

Election of officers.

Speakers will be expected to limit their addresses to about twenty minutes.

PROGRAM NATIONAL SHORTHAND TEACHERS' ASSOCIATION

MONDAY, DECEMBER 28, 1908, 8.00 P. M.

Invocation—Rev. Layton C. Bentley, Pastor Broadway M. E. Church, Indianapolis.

President's Address—Raymond P. Kelley, Gregg School, Chicago.

Secretary's Report—F. E. Haymond, Lockyear's Business College, Evansville, Ind.

Vice-President's Report (Employment Department)—W. D. M. Simmons, Draughon's Business College, Nashville, Tenn.

"The Co-relation of Shorthand and Typewriting and the Production of Accurate Transcripts"—J. L. Harmon, Bowling Green, Ky., Business University; L. P. Bettinger, Bettinger Business Institute, Lockport, N. Y. General Discussion.

"Latter Day Tendencies in Shorthand Writing and Their Significance to the Teacher and Pupil."—Clyde H. Marshall, Court and General Reporter, Chicago; Mrs. S. H. East, General Reporter, Indianapolis, Ind. General Discussion.

Appointments of Committees, Reports of Committees, New Business.

TUESDAY, DECEMBER 29, 1908, 9.00 TO 12.00 A. M.

"What Some of the Largest Schools Are Doing in Their Shorthand Departments and Their Requirements for Graduation."—D. J. George, Principal Shorthand Department, Wood's New York School, New York. General Discussion.

"Can We as Teachers of Shorthand and Typewriting Do What We Attempt to Teach Others to Do?"—C. B. Bowerman, Principal Commercial Department, Central High School, Detroit, Mich.; Charles McMullen, Director of Business Department, High School, Madison, Wis. General Discussion.

"A Practical Method of Teaching the Principles of Shorthand."—Miss Elizabeth Van Sant, Van Sant School of Shorthand, Omaha, Neb.; Miss Edith C. Crum, Brown's Business College, Terre Haute, Ind. General Discussion.

Round Table—"What Are the Greatest Difficulties Encountered by the Teacher of Shorthand and How May Such Difficulties Be Overcome?"

WEDNESDAY, DECEMBER 30, 1908, 9 TO 11.00 A. M.

A joint meeting of the High School and Shorthand Associations.

"How to Organize and Conduct Office Practice for Stenographers."—J. A. Stephens, Metropolitan Business College, Chicago; L. A. Arnold, Central Business College, Denver; C. A. Balcomb, Spencerian Commercial School, Cleveland, Ohio. General Discussion.

"Is It Possible to Teach Business Common Sense and Intelligence in Letter Writing?"—Sherwin Cody, Cody's School of English, Chicago; H. A. Hagar, Gregg School, Chicago. General Discussion.

"Pedagogy as Applied to the Teaching of Shorthand."—William A. Hadley, Lake View High School, Chicago. General Discussion.

Question Box.
Business.

THURSDAY, DECEMBER 31, 1908, 9.00 TO 12.00 A. M.

"Shorthand from an Educational Standpoint."—Clarence A. Pitman, Isaac Pitman & Sons, New York. General Discussion.

"The Essentials of Correct Typewriter Operating and Methods of Securing Desired Results."—H. F. Pratt, Central High School, St. Louis, Mo.; Orton E. Beach, Bradford, Pa., Business College. General Discussion.

Report of Typewriter Keyboard Committee.—W. D. M. Simmons, Chairman, Draughon's Business College, Nashville.

"A Symposium of Practical Suggestions, Collected from Prominent Teachers of Shorthand and Typewriting Throughout the United States."—J. Walter Ross, Elliott Commercial School, Wheeling, W. Va. General Discussion.

Reports of Committees—Business.
Election of Officers.
New Business. Adjournment.

NATIONAL PENMANSHIP TEACHERS' ASSOCIATION

MONDAY, DECEMBER 28, 8 P. M.

President's Address—L. C. McCann, Mahanoy City, Pa.

Report of Secretary—C. E. Doner, Beverly, Mass.

Reports of committees, new business, etc.

"The Beginning Class"—T. A. Hopper, Manchester College, North Manchester, Ind.

 Discussion, led by W. C. Henning, Associate Editor *American Penman*, Cedar Rapids, Ia.

General talks and experience meeting.

TUESDAY, DECEMBER 29, 9 A. M.

Address, "How I Teach Penmanship"—M. A. Adams, President Marietta Business College, Marietta, O.

Discussion, led by N. H. Wright, Bryant & Stratton Business College, Louisville, Ky.

"Writing from Superintendent's Point of View"—F. W. Cooley, Superintendent Public Schools, Evansville, Ind.

"Little Sermons in Penmanship by Grade Supervisors"—J. W. Woodruff, Superintendent Penmanship, Indianapolis.

WEDNESDAY, DECEMBER 30, 9 A. M.

Address—Charles F. Coffin, Vice-President and General Counsel State Life Insurance Co., Indianapolis, Ind.

"The Creation of Penmanship"—C. W. Ransom, President Ransomerian School of Penmanship, Kansas City, Mo.

Discussion, led by W. W. Smith, Indianapolis Business University, Indianapolis, Ind.

"Lesson at the Board"—J. H. Bachtenkircher, Supervisor of Writing, Lafayette, Ind.

"Teaching Helps in Penmanship"—H. O. Keesling, President New Albany Business College, New Albany, Ind.

Experience meeting.

THURSDAY, DECEMBER 31, 9 A. M.

Address, "Our Work and Health"—Miss Charlotte Ziegler, Supervisor of Writing, New Albany, Ind.

Discussion, led by H. C. Walker, Supervisor of Writing, St. Louis, Mo.

Address, "Card Writing"—J. O. Peterson, Columbia, O.

Report of Committees on Exhibits.

Election of officers.

Closing exercises.

Such men will talk in our general discussion as C. P. Zaner, C. E. Doner, L. C. McCann, C. S. Chambers, C. R. Tate, A. M. Wonnell and R. A. Grant.

NATIONAL PRIVATE COMMERCIAL SCHOOL MANAGERS' ASSOCIATION

President—E. E. Merville, Cleveland, Ohio.

Vice-President—A. D. Wilt, Dayton, Ohio.

Secretary-Treasurer—T. W. Bookmyer, Cincinnati, Ohio.

Executive Committee—J. D. Brunner, Indianapolis, chairman; Jerome B. Howard, Cincinnati; E. H. Norman, Baltimore, Md.

MONDAY, DECEMBER 28, 1908, 8 P. M.

President's Address—E. E. Merville, Cleveland, Ohio.

Report of Secretary-Treasurer—T. W. Bookmyer, Cincinnati, Ohio.

Reports of Committees and New Business.

"How and Why Lengthen and Strengthen the Bookkeeping Course"—J. A. Lyons, Chicago, Ill. Discussion.

TUESDAY, DECEMBER 29, 9 A. M.

"Tuition—How Much and How Collected?"—A. F. Harvey, Waterloo, Iowa. Discussion.

"What Shall Be the Standard of Graduation of Business College Students?"—E. M. Huntsinger, Hartford, Conn.

Discussion.

"How to Get and Hold the Students in Night School"—Round Table Discussion.

WEDNESDAY, DECEMBER 30, 9 A. M.

Joint Meeting with Business Teachers' Association.

THURSDAY, DECEMBER 31, 9 A. M.

"Suitable School Buildings and Equipment"—H. T. Loomis, Cleveland, Ohio. Discussion.

"Is Our Standard of Business Training What It Should Be?"—H. G. Yocum, Massillon, Ohio. Discussion.

"The Best Advertising Medium for Commercial Schools"—Round Table Discussion.

Election of Officers.

Unfinished Business. Adjournment.

PROGRAM NATIONAL HIGH SCHOOL COMMERCIAL TEACHERS' ASSOCIATION

MONDAY, DECEMBER 28, 8 P. M.

Invocation—Rev. George J. Crist, pastor Moravian Church.

President's Address—G. P. Eckels, Pittsburg, Pa.

Secretary's Report—Mrs. Ida E. Brainard, Erie, Pa.

Reports of Committees and New Business.

Round Table—"Are the Commercial Requirements Formulated by the North Central Association of Colleges and Secondary Schools Reasonable, Attainable and Sufficient for Commercial Teaching in the High School?" (A copy of this report may be had in advance of the meeting by addressing A. H. Sproul, chairman Executive Committee, Shorthridge High School, Indianapolis, Ind.)

Discussion—Opened by P. B. S. Peters, Manual Training High School, Kansas City, member of committee formulating report.

TUESDAY, DECEMBER 29, 9 A. M.

Paper—"Value of Aid of Psychology in the Class Room," Frank E. Lakey, English High School, Boston, Mass.

General Discussion.

Address—"Attitude of the College and University Toward Commercial Training and Toward Commercial Work in the High School," H. A. Wilde, Principal Northwestern Academy, Evanston, Ill.

Paper—"Ways in Which the Commercial Teacher in General Fails to Measure Up to the Requirements, and What He May Do to Increase His Efficiency," Durand W. Springer, Director Commercial Department, High School, Ann Arbor, Mich.

General Discussion—Opened by E. E. Gaylord, Director Commercial Department, High School, Beverly, Mass.

Round Table—"To What Extent Is it Practicable and Advisable to Modify the High School Course in English for Commercial Pupils?"

WEDNESDAY, DECEMBER 30, 9 A. M.

A joint meeting of the High School and Shorthand Associations.

THURSDAY, DECEMBER 31, 9 A. M.

Paper—"Can Touch Typewriting Be Successfully Taught in the High Schools?" P. A. Fishel, Commercial Department, High School, McKeesport, Pa.

General Discussion—Opened by Miss Mary E. Sullivan, Shorthridge High School, Indianapolis, Ind.

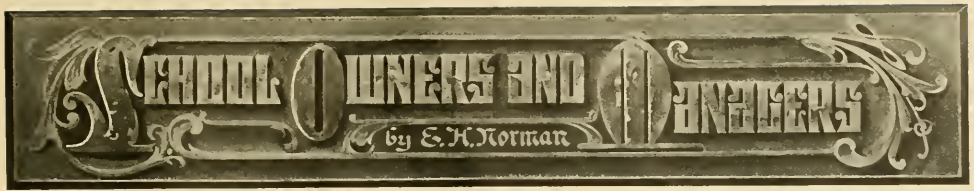
Paper—"Commercial Geography." (Speaker to be announced.)

Round Table—"How Are We Meeting the Penmanship Problem?" "What Shall Comprise the Second Year's Course in Bookkeeping?" "To What Extent Is Office Practice Actually in Use in the High Schools?" "Has the Subject of Economics a Place in the High School Commercial Course?"

Reports of Committees.

Business.

Election of Officers. Adjournment.



"PEACE ON EARTH, GOOD WILL TOWARD MEN"

SOME FRUITS OF CO-OPERATION

One of the advantages of the co-operative movement among commercial school managers, now so noticeable in many cities, is the opportunity it offers for the detection of a certain sort of fraud brought to the attention of The Journal by one of the school proprietors of Brooklyn. This principal was one day comparing notes with a competitor in a friendly manner and discussing without jealousy or restraint the successes and failures of the past year and the prospects for the future. The conversation was incidentally turned to the matter of canvassers—they being among the necessary evils with which metropolitan school managers have to contend—and comparisons were made as to the individuals employed, the cost of their services, the methods of work, the results obtained. So interested in each others' affairs did they become that before long the fact dawned upon each of them that they had both been employing a canvasser whose methods, personal appearance, former experience and personal history were suspiciously similar. Upon comparing the handwriting of these two (?) men it was found that they were one and the same.

It seems that the solicitor had been engaged by one of the principals under one name in the spring, and later on, under another name, by another school man. At first his services in the new situation were quite satisfactory, but later his reports seemed to become more vague and inaccurate. Finally the principal of the second school made personal investigation to verify his reports and found most of them inaccurate, with many entirely false. At the end of the third week he was notified that his services would be no longer required. Upon looking into the matter further it was found that the solicitor reported, on certain days, a full day's work for each school. On one occasion in particular, he reported that he had visited a dozen or more prospectives in a suburb, while for the other school he reported that he had called on forty or more in the city.

Ambition is an excellent thing, but that excessive zeal which leads a man to try to hold two positions at once ought to be discouraged. The young man in question seemed to be possessed of considerable ability, and had he devoted himself to either one of the two men with whom he engaged he could have made himself a valued employe. The point for the commercial school proprietor is clear. In order to prevent such frauds as this the school managers of a city must get together and stay together. The idea that men can be competitors only by being enemies has long since been exploded in all lines of activity. There will be just as much business for the school men if they work together for it, and by the hearty co-operation of which we have such excellent examples among the school men of a few large cities many small leaks may be stopped. Such smooth schemes, for which the school proprietor has to pay, cannot be worked among principals who get together in the larger matter of business education as a whole and make the interests of one the concern of all.

WHY NOT MORE ALUMNI ASSOCIATIONS?

While there is not the opportunity, in the few months spent in a commercial school—the period being rarely longer than twelve months and frequently less than six—for the formation of friendships and college ties like those existing between fellow-students in the literary schools, in the stronger institutions there would seem to be an excellent field for alumni organizations, especially in the case of those schools located near large centers of population. It is inevitable, of course, that the great cities should draw a large proportion of the graduates of business schools, and for that reason, no doubt, there would be some difficulty in securing a representative attendance at an alumni meeting of a commercial school in a smaller town. Without such an attendance, of course, owing to the short time each pupil was connected with the school, there would hardly be enough people well acquainted with each other to make the occasion a thoroughly enjoyable one.

In the success of the Alumni Association of the Rochester Business Institute, however, there is a hint for other schools. There is no reason why a number of the older schools should not follow the example of the Rochester people and take the initiative in the formation of an organization of old students. Certainly there is a practical value to the school in having a live society of this kind to bring the school to the attention of the younger generation and advertise it to the prospective pupils as a school of quality.

CALIFORNIANS WORK TOGETHER

A meeting of the California Business College Managers' Association was held in Stockton on October 17. The organization meets every three months to discuss such subjects as advertising, soliciting, length of course, rates of tuition, etc. One of the members of the Association advises that great good has been accomplished by these meetings. A spirit of fellowship is engendered, and through frank discussion the experience of one becomes a guide for all. The movement is spreading, and wherever the spirit of harmony prevails the result is beneficial to all concerned.

One would hardly imagine that a business school so far west as Dubuque, Iowa, could be celebrating its fiftieth anniversary, but a booklet with full account of the Golden Jubilee of the Bayless Business College reminds us that such is the case. This booklet tells us that the institution so ably presided over by Mr. Bayless ranks with the first twelve of over 500 similar institutions in the United States. He has been at the head of the school since 1862, four years after it was established. A number of eminent men were in attendance, and all spoke in glowing terms of the work of Mr. Bayless.

"I have derived much benefit from the use of The Journal."
J. C. HATTON, Washington, D. C.

News of the Profession

NO more appropriate selection could have been made by the Board of Education of Philadelphia than that of Dr. Cheesman A. Herrick as principal of the William Penn High School for Girls. The building for the school is not yet completed, and Mr. Herrick's election is to date from September 1, 1909. Dr. Herrick was the unanimous choice of the committee which made the recommendation to the board, and is one of the best known educators of the country. He is well known as the author of "The Meaning and Practice of Commercial Education," and exhaustive work on the subject of which it treats, and a large contributor to current educational literature.

A recent issue of the Bridgeport *Daily Standard* contains a cut of the Brown Trophy, offered for the fastest typewriter operator at a speed contest to be held under the auspices of the Connecticut Business Educators' Association, which meets in New London on February 20. The trophy is a handsome bronze cup, beautifully engraved and standing sixteen inches high, with an ebony base six inches high. The winner, who must be a product of some Connecticut school, will be presented with a gold medal also. Edward H. Eldridge, of Simmons College, Boston, is chairman of the contest committee. Schools desiring to enter their pupils can secure full information by writing to N. B. Stone, Yale Business College, New Haven.

The New England Business College Association announced its Fall meeting for November 27 and 28, at Rogers & Allen's School, Fall River, Mass. This association meets semi-annually, in the interests of business schools in the New England States, and various matters of interest to the school manager, such as advertising, school conduct, etc., are discussed.

W. A. Wille, who has again taken up the teaching of penmanship and is now with Hoffman's Metropolitan Business College, Milwaukee, Wis., where he is getting the best kind of results from his pupils, writes that it is impossible to be without *THE JOURNAL*, for no matter how hard a teacher tries there should always be something inspiring before the pupils, and this inspiration he finds it easy to secure from our magazine. Mr. Wille is not only a good business penman, but does exceedingly well with the artistic variety.

On October 16, at Columbus Institute, Poughkeepsie, N. Y., were held interesting exercises in observance of the forty-ninth anniversary of the founding of Eastman College. The first part of the programme consisted of music and addresses, including remarks by President Gaines and the Hon. W. W. Smith (Eastman '65), while the latter part of the evening was pleasantly spent in dancing. The Eastman school is one of the best-known schools in the country and merits the high reputation it enjoys.

J. M. Latham, of the Gem City Business College, at Quincy, Ill., got busy one morning and sent us a list of 152 subscriptions before breakfast. It is needless to say that Mr. Latham's statement that "the Mills-Healey combination, taken in connection with *THE JOURNAL*, is one that it is impossible

to beat," bears full weight when backed up by a battery of 150 names. He believes that actions speak louder than words, and we work on the same basis when we put out the best course of lessons ever prepared and present it to our friends in the confident belief that they will understand the value of it. Mr. Latham handles some of the largest penmanship classes in the country and as a producer of results has no superior.

W. D. Anthony, who spent the summer pleasantly at West Augusta, Va., recovered from an attack of la grippe in time to accept a position with the Capital City Commercial College, Charlestown, W. Va. He is well pleased with the place and sees there excellent prospects for the future.

Following the example of the literary schools, the Rochester Business Institute recently formed an alumni association, and its first function, taking the form of a banquet, was held on Saturday evening, November 21, in Convention Hall. The alumni banquet was the culmination of the forty-fifth anniversary exercises of the school, which began in Y. M. C. A. Music Hall on November 20. Responses to the call issued for the banquet were so prompt and enthusiastic as to leave no doubt of the position of the old students of the Institute on the question of such an organization. No commercial school has ever had a higher class of students than has the Rochester Business Institute during all the years of its existence, and in the quality of the assemblage the school had no reason to fear comparison with the gatherings of the graduates of the best literary colleges. It need not be said that those fortunate enough to be present enjoyed themselves to the utmost, and the popularity of the functions will certainly increase with years.

Emerson F. Wade, formerly of Tyrone, Pa., has been elected principal of the Yardley Borough schools, at a good salary.

The entire commercial educational fraternity will join in congratulating C. P. Zaner, of Columbus, Ohio, on his recovery from an extended illness, part of which he spent in the hospital at Bloomsburg, Pa. The disease was of a malarial nature, and Mr. Zaner had a hard fight to shake it off.

Rice & Fulton's big Butte, Mont., school has added Frederick Juchhoff to the staff in the shorthand department. Mr. Juchhoff is especially well fitted for a high-class place, as he is a college graduate and has had excellent experience as well.

We are advised by the Burroughs Adding Machine Co., of Detroit, that more than one hundred of their machines are being used in commercial schools for instruction purposes. About as many more schools are trying them out, and a still greater number are used by universities, high schools, educational departments of Y. M. C. A.'s, etc.

In the report of the forty-first annual meeting of the Maryland State Teachers' Association, held at Ocean City in June, we find an excellent likeness of E. H. Norman, one of the leaders in the work of the Association and member of the Executive Committee. His response to the address of welcome is printed in full.



Lessons in Flourishing

BY
A. B. Moore

Here are some exercises a little more complicated than those given last month. After mastering the first plate you will find yourself prepared to take up the second successfully. The first, second, third and fourth exercises on the last plate should be taken up in their order, and a great deal of work will be necessary to bring out the fine lines and delicate shadings in the last piece of flourishing. Do not be disappointed if you fail many times. Your final success will amply justify the effort.

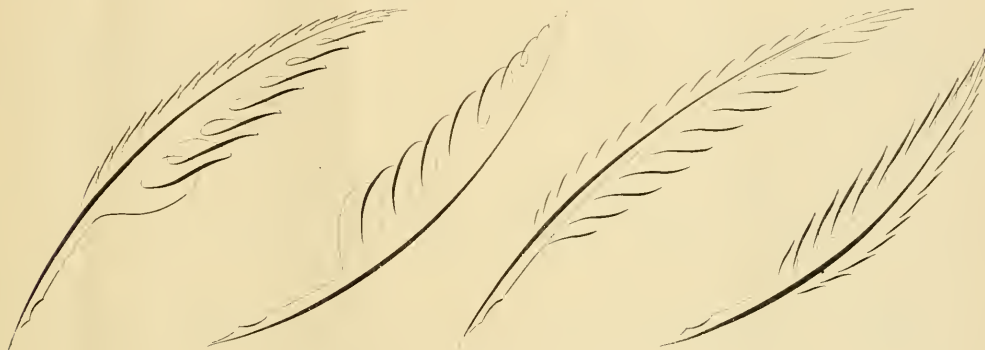


PLATE I.

Next month you will have an opportunity to put into practice the skill you have acquired, and see what you can do in really artistic flourishing.



PLATE 2.

Professional Writing

BY W. A. HOFFMAN

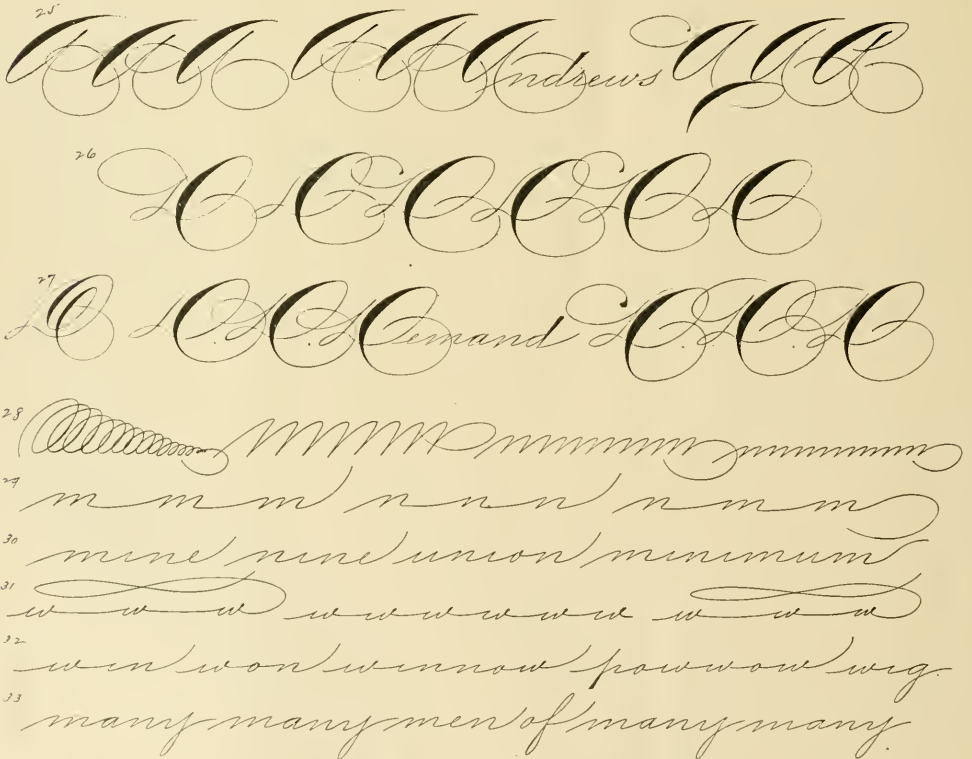
Line 25 of this month's lesson is given for a little more practice on the capital *A*. Watch this letter carefully.

The capital *D* is a very important letter. The down stroke should be made quite straight to the base, forming a small loop so as to be on the same slant as the down stroke which is sometimes slightly shaded. Finish the letter like the capital *O*. In combination with other letters use the large oval as the initial stroke, making a short smooth shade.

Review all the letters carefully upon beginning each prac-

should be one full space in height (distance between lines) and rather abruptly diminish the stroke until the base line is reached. The second, third and fourth exercises are made up principally of the left curve and straight line as shown in the finished letters *n* and *m* in lines 29, 30 and 33.

Lines 31 and 32. The *W* is made angular at the top. The last half is retraced a short distance to allow an easy joining with the letter following, a point often neglected by many good writers.



tice hour. Make page after page of each exercise. Criticise your work and correct and rewrite over and over again and again. Study and criticise movement, position, manner of holding the pen, etc., at all times.

Line 28. Divide the line into quarters. Fill each quarter with the exercise as shown in the copy. The beginning oval

"One day," relates a teacher, "I gave a bright boy a problem in algebra, and although it was comparatively easy, he couldn't do it. 'You ought to be ashamed of yourself!' I remarked. 'At your age George Washington was a surveyor.' The boy looked me straight in the eye. 'Yes, sir,' he replied, 'and at your age he was President of the United States!'"

A PENMAN'S VACATION

Fred Berkman, of the Blair Business College, Spokane, Wash., takes a vacation and makes a few observations in passing. This is the way it looked to him:

August 8, 1908.—If you want to avoid dust, take the O. R. & N. train from Spokane to Portland—don't let it take you.

August 9, 1908.—Cross all day. When you get out of your berth in the morning avoid occupying too much space in the aisle with your feet—especially the toes—as some one may come along about the same time wearing a pair of shoes and—Portland! Change cars! Isn't it a shame that all stores are closed on Sunday in the Rose City? Even the drug stores, except a few hours when people are taking in "Portland Heights." That's worth talking about, though—especially the lemonade—that is, to the cashier.

August 10, 1908.—Monday morning—going south. Glory! Most geese travel northward to avoid warm weather. Exceptions to all rules, however. Trains going up Siskiyou Mountains, in Southern Oregon, are pushed and pulled by three monster engines. Highest point seems to be about 4,125 feet. The Dollarhide Trestle can be seen best by looking right at it—straight down—or on some souvenir post cards, while Pilot Knob can be seen very distinctly, off in the distance, with both eyes and mouth open. Bear in mind that you are now on the "road of a thousand wonders"—that is, to some people, and then there are others who won't bite at anything. Mount Shasta now appears only a few miles away from the car window. And a great mountain it is—snow capped, rugged, gorgeous, picturesque and other big, synonymous names like that. (You'll find 'em in the dictionary. Supply what is needed.) We are speeding along and, "Shasta Springs!" says the conductor, rather suddenly, when we all rush out to get a "sip" of the famous water—and it seems to be quite plentiful. It comes dripping down, rolling down, rushing down, tumbling down, and in, fact, any way to get down. It's worth taking a day or two off most any calendar to see it. But if you get your nose right near the Oxone Springs (that is, if you get it near enough), you will leave it laughing. It's worth trying, and then some. Of all the mountain streams, the stream alongside the track near Shasta Springs seems to be the ideal one. But it is now dark, and we are all thinking, wondering, dreaming—perhaps—of the past, the present and the future. What a day!

August 11, 1908.—Woke up at Sacramento. Didn't ask any questions concerning the location of State institutions. Thought the officials, as well as trainmen, ought to know their business. Level country. Quite cool at Oakland Pier. California is well known as the "land of sunshine and flowers," but in the San Joaquin Valley "sunshine" is in the lead. Six hundred thousand acres, more or less, of land under irrigation makes it a very interesting valley to visit for any one who is at all interested in irrigation, either on a small or large scale.

August 13, 1908.—In the greatest orange growing district in the world—Riverside, San Bernardino and Redlands. If you lean out of the car window, just a little, you can touch the leaves that grow on the orange trees—evidently orange leaves—but you can't reach the oranges. Funny! It's now getting warmer and warmer, and we are almost there—Imperial Valley. Well named. Prior to 1900 it was a desert and lifeless. You will now find some 20,000 people there, 250,000 acres of land under irrigation, some of the richest soil in the world (with plenty of real estate men to boom it) and "sunshine" 365 days of the year.

August 21 to 28, 1908.—Visited the following commercial and shorthand schools on return trip: Riverside Business

College, San Bernardino Business College, Heald's (L. A.) Business College, Los Angeles Business College, Woodbury Business College, Brownsberger Home School, Harvard (Military) School, San Francisco Business College, Heald's (S. F.) Business College, Metropolitan Business College, Gallagher-Marsh Business College, Heald-Dixon's Business College, Oakland; Polytechnic Business College, Oakland; Portland Business College, Portland; Holmes Business College, Portland; Behnke-Walker Business College, Portland; Wilson's Modern Business College, Seattle; Seattle Modern Business College, Seattle; Seattle Commercial School, Seattle; Acme Business College, Seattle; Hyatt-Fowell's School, Seattle; not to mention the Blair Business College, which he found waiting for him on his return, and which he patriotically believes to be the best of them all.

THE NEW SMITH VISIBLE

Among the many new office appliances recently presented to the public there is none more worthy of note than the new visible typewriter of the Smith Premier Typewriter Company, known as Model 70. As would be expected, the new machine possesses all the merits of the well-known standard typewriters from the Smith factories, with such improvements as have been suggested to the manufacturers by long experience with the needs of the business world. In addition to the feature of perfectly visible writing, this machine presents devices not heretofore in use.

The machine has two series of ball-bearing type bars, the wearing surfaces and bearing balls being of such size, material and hardness that the manufacturers claim these parts to be absolutely indestructible. Other attractive features are the column finder and paragrapher, a device permitting the correction of any one of several columns by simply pressing a key on the keyboard, especially useful in addressing envelopes, paragraphing correspondence, tabulating, or doing work in columns; ball-bearing carriage, the tilting platen feature, retained from the old machine; right and left hand carriage release levers and a swinging marginal rack which can be brought over the platen for convenience in setting the stops. All operations of the machine, excepting the return of the carriage and line spacing, are accomplished from the keyboard, and it is unnecessary for an operator to bend over the machine to perform any of the operations, even that of inserting a new ribbon. The only exposed portion of the ribbon is that in immediate use at the printing point.

An interesting feature of the machine is that which permits the use of bi-chrome ribbons, enabling the operator to change the color by pressing a single key on the keyboard. There is also a back space key for bringing the carriage back one space at a time when it is desired to rewrite a character or insert where an erasure has been made. Few operators can avoid occasional erasures, and in forming the top plate so that all erasure dust falls to the rear of the machine and away from the mechanism the Smith people have scored a strong point. In cutting stencils it is unnecessary to soil the fingers by removing the ribbon, as the machine is provided with a device for setting it aside when stencils are to be made.

There are other features almost, if not quite, as important, and the long experience of the Smith Premier Typewriter Co. guarantees the quality of all the material put into the machine, which can now be seen at the Smith offices in all the important cities of the country. The new machine merits and will receive strong support.

"Our pupils are taking hold of the course of lessons by Mills and Healey with considerable interest. It is the best course I have ever seen."—J. C. Allen, Hackensack, N. J.

THE PENMEN'S EXCHANGE

During the coming year we hope to have contributions for this department from all the leading penmen. We want the best that the profession can supply. It is the plan to make this department one of the most interesting in the magazine.

EDITOR'S SCRAP BOOK

From the pen of J. F. Caskey, of the Haverhill, Mass., High School, we have received some beautiful specimens of ornamental writing that rank among the very best. Mr. Caskey certainly swings a skilful pen, and we are going to reproduce some of his work in a later number.

W. A. Weaver, of Santa Anna, Texas, writes a very delicate card in the ornamental style.

A close student of the Madarasz style is G. A. Holman, of Potter Hill, R. I., which fact we note by a contribution of card work received.

V. M. Rubert, of Eastman College, Poughkeepsie, N. Y., is the possessor of a splendid business hand. His work is of a very high grade.

I. S. Preston, of Stapleton, S. I., one of the veterans of our profession, can still flourish with the best of them, as is evidenced by a very graceful and dainty flourish which has reached our desk.

The penman of the Metropolitan Business College, Milwaukee, Wis., W. A. Wille, favors us with a specimen of his ornamental writing which shows him to be a master of this style of work.

E. H. McGhee, of Trenton, N. J., sends us another packet of his writing in both business and ornamental styles that is certainly a pleasure to look over.

P. J. Bolger, of Iona, P. E. I., one of our enthusiastic subscribers, favors us with some good examples of business and ornamental writing.

J. G. Christ, of Lock Haven, Pa., writes an ornamental letter that is a credit to him.

Several cards from T. H. Gatlin, of the Abilene, Texas, Business College, exploit his skill in the ornamental style to good advantage.

D. L. Chapman, of London, Ont., displays his talent in writing by sending us several well written cards.

We note that J. H. Snyder, a student of Leech's Actual Business College, Greensburg, Pa., is on the right road to ornamental card work.

The work of J. W. Washington, Dorchester, Mass., places him in a class with the best so far as ornamental writing is concerned.

Letters worthy of mention that have reached our desk this month come from C. J. Gruenbaum, Lima, Ohio; S. E. Leslie, Poughkeepsie, N. Y.; J. G. Christ, Lock Haven, Pa.; W. A. Weaver, Santa Anna, Texas; C. T. E. Schultze, Jersey City, N. J.; J. W. Baer, Phoenixville, Pa.; J. G. Frey, Cleveland, Ohio; P. F. Sullivan, Columbus, Ohio.

Our friends still continue to favor us with nicely written superscriptions. Those received this month are from the following: C. C. Stone, Utica, N. Y.; G. W. Paulus, Grand Rapids, Wis.; J. W. Baer, Phoenixville, Pa.; A. H. Steadman, Cincinnati, Ohio; J. M. Trau, Toronto, Ont.; Sam Evans, Covington, Ky.; C. A. Zarker, Lancaster, Pa.; J. F. Caskey, Haverhill, Mass.; E. H. McGhee, Trenton, N. J.; O. J. Hanson, Grand Forks, N. D.; C. H. Cote, New York

City; W. P. Potter, Sparta, Ill.; W. A. Weaver, Santa Anna, Texas; C. H. Ashburner, Baltimore, Md.; O. E. Hovis, Springfield, Mass.; C. F. Zulauf, Scranton, Pa.; J. D. McFadyen, Ottawa, Ont.; C. H. Larsh, Brooklyn, N. Y.; M. P. Ropp, San Francisco, Calif.; J. N. Fulton, Ft. Wayne, Ind.; G. W. Ellis, Portland, Ore.; G. H. Van Veghten, Poughkeepsie, N. Y.

F. B. Hess, Brooklyn, N. Y.; J. W. Jacobs, Greensburg, Pa.; J. K. Renshaw, Albany, N. Y.; E. S. Hewen, Jacksonville, Fla.; P. J. Bolger, Iona, P. E. I.; W. S. Morris, Pennsboro, W. Va.; G. C. Kreighbaum, Ypsilanti, Mich.; C. G. Solburg, Dubuque, Iowa; E. B. Thomas, Colorado Springs, Colo.; E. H. Goit, Niagara Falls, N. Y.; W. C. Brownfield, Bowling Green, Ky.; J. J. Bailey, Toronto, Ont.; Theo. Anderson, Minneapolis, Minn.; E. T. Overend, Pittsburgh, Pa.; Bertha W. Ferguson, Brockton, Mass.; J. G. Christ, Lock Haven, Pa.; J. W. Westervelt, London, Ont.; E. A. Bock, Salt Lake City, Utah; W. W. Bennett, Minneapolis, Minn.; S. B. Hill, Cortland, N. Y.; W. L. Jackson, Nora Springs, Iowa; Carl T. Wise, Sedalia, Mo.; P. F. Sullivan, Columbus, Ohio; C. M. Miller, Oakland,



PROFESSIONAL WRITING BY S. C. BEDINGER, SPRINGFIELD, MO.



SIGNATURES BY W. H. PATRICK, YORK, PA.

Buster Brown

Norman Hunt

James Sumner

Chas. Skinner

Ben Houghton

ORNAMENTAL WRITING BY M. P. ROPP, SAN FRANCISCO, CAL.

Md.; T. Courtney, Grand Rapids, Mich.; Charles Schovanek, Cleveland, Ohio; C. J. Gruenbaum, Lima, Ohio.

W. A. Wille, Milwaukee, Wis.; W. H. Patrick, York, Pa.; Henry Carmean, Ogden, Utah; D. Elston, Edmonton, Alta.; E. L. Brown, Rockland, Me.; I. S. Preston, Stapleton, S. I.; S. E. Leslie, Poughkeepsie, N. Y.; J. T. Evans, Wilkes-Barre, Pa.; J. D. Todd, Salt Lake City, Utah; J. M. Latham, Quincy, Ill.; W. T. Lindsey, Henderson, Tenn.; F. T. Weaver, East Liverpool, Ohio; J. H. Clark, Providence, R. I.; T. H. McCool, Philadelphia, Pa.; A. Haviland, Buffalo, N. Y.; P. J. Gilpin, Joliet, Ill.; J. T. Westcott, Rosendale, Mo.; W. T. Shoup, Knoxville, Tenn.; Bro. Irene, Quebec, Can.; A. M. Grove, Chicago, Ill.

J. D. Snook

C. L. Barnes

C. L. Harner

BY CHARLES F. ZULAUF, SCRANTON, PA.

O. W. Breidenthal

SIGNATURE OF O. W. BREIDENTHAL, HOPKINTON, IA.

STUDENTS' SPECIMENS

Students' specimens worthy of honorable mention have reached our office from the following during the past month:

Henager's Business College, Salt Lake City, Utah, E. A. Bock, instructor.

Connecticut Business College, Hartford, Conn., G. H. Wilcox, instructor.

Douglas Business College, Connellsville, Pa., B. F. Overstreet, instructor.

Heald-Chestnutwood Business College, Santa Cruz, Cal., R. E. Leaf, instructor.

Commercial High School, Pittsburg, Pa., H. G. Burtner, instructor.

Wood's School, New York City, A. C. Doering, instructor.

Drake Business College, Newark, N. J., M. F. Bellows, instructor.

Willis Business College, Ottawa, Ont., S. O. Smith, instructor.

Blair Business College, Spokane, Wash, Fred Berkman, instructor.

Elliott Business College, Burlington, Ia., C. J. Potter, instructor.

Rutland, Vt., Business College, L. J. Egelston, instructor.

Sadler's Business College, Baltimore, Md., J. E. Plummer, instructor.

Pennsylvania Business College, Lancaster, Pa., C. A. Zaiker, instructor.

F. S. Huber, Syracuse, N. Y.

H. J. Connelly, Brooklyn, N. Y.



THE ABOVE CUT SHOWS THE PROPER POSITION OF THE HAND, PEN AND PAPER IN FLOURISHING.

EDITOR'S CALENDAR

POCKET PHONOGRAPHIC DICTIONARY, by James E. Munson, late Official Stenographer of the New York Supreme Court. American Book Company, New York. Publishers. Morocco, 216 pp. Price \$1.00.

The many writers of the Munson system of phonography will be pleased to learn that so valuable a work for all Munson writers, whether teachers, pupils or amanuenses, has been issued in such attractive form and at a popular price. Coming as it does directly from the hand of Mr. Munson himself, and rounding out a series of texts in the Munson system of phonography, the book has an added value. The manuscript was prepared by Mr. Munson and finished but a few days before his death, and the engraving, printing and binding are models of bookmaking. The book is vest-pocket size, bound in red morocco, and alphabetically indexed at the edges. Its 212 pages contain 12,000 words, written with their shorthand outlines, together with the longhand, correctly accented. George B. Cortelyou, Secretary of the Treasury, himself a stenographer, has written a preface. The American Book Company are to be congratulated on getting out such a book, and Munson writers are equally to be congratulated on having the opportunity to secure it.

ESSENTIALS OF PHONOGRAPHY, to accompany Course in Isaac Pitman Shorthand, by A. M. Kennedy. Isaac Pitman & Sons, publishers. Paper, 20c.

As its sub-title indicates, the purpose of this book is to accompany their standard publication. It is not designed to supplant in any way the regular text book, but to present, in convenient form for learning and reference, the essential principles of outline construction. It also contains supplementary exercises to serve as tests of the learner's knowledge. A remarkably large amount of valuable information is contained in a small compass, and properly used the booklet cannot fail to be of value to the pupil.

METHODS IN PENMANSHIP, by J. H. Bachtenkircher, Superintendent of Penmanship, Public Schools, Lafayette, Ind. Paper, 32 pp.

In the pages of his booklet Mr. Bachtenkircher has embodied the experience of many years in the teaching of penmanship. He does not claim to present a new system, but only to furnish such instructions as will enable the teacher to teach penmanship more intelligently and effectively. The methods and suggestions given are all the product of school-room experience. They are simple, easy and adapted to any system. Cuts and drawings show the proper position of pupil, paper and pen, and the energetic would-be penman will find here ample instruction to enable him to follow the work alone if he finds it impossible to place himself under the direction of a teacher.

(Continued from page 15.)

to live in England as it does in America, if you live in the same way. To be sure, you can live cheaply in England, but you cannot live well. The only thing I have found that is cheaper here than it is in New York is rent. The rents are cheaper, but I am not so sure about the conditions and conveniences, for they burn many candles here, and the home of no working man is heated by steam. I have attended the public meetings of many of the unemployed, and they say bitter things and cry out against the condition of society which compels the rich to continue becoming richer and the poor poorer, but what can they do?

Shake hands with yourself again.

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A COURSE of carefully graded lessons in *Theory of Accounts, Auditing, Business Law, Cost Accounting, Corporation Organization and Practical Accounting*, together with numerous sidelights and specialties pertaining to the accountancy profession. The course is thorough, authoritative and complete, and prepared with the assistance of Certified Public Accountants and lawyers. It will bear the closest inspection and any person who is anxious to advance cannot afford not to take the course.

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Another interesting booklet is that received from the Gregg Publishing Company, giving full particulars of the typewriting contest held at Davenport, Iowa, under the auspices of the Central Commercial Teachers' Association, in June, 1908, at which a silver cup, donated by G. W. Brown, of Jacksonville, Ill., and known as the Brown Trophy, was awarded to Miss Cornelia Dammers, whose instruction in typewriting was received from a Gregg publication, Rational Typewriting. Miss Dammers is only eighteen years of age.

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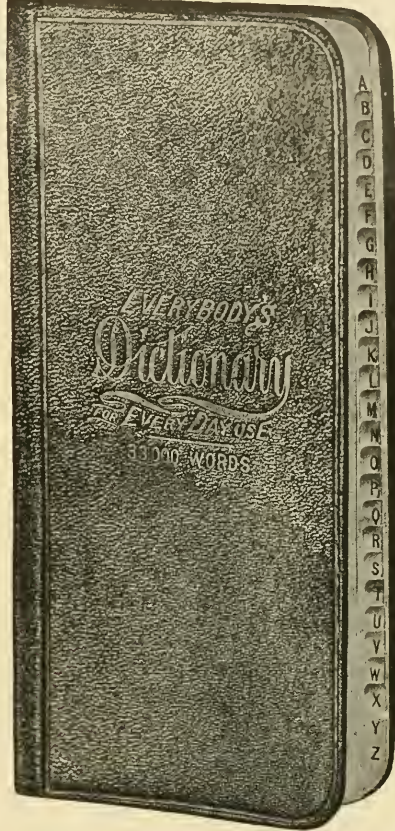
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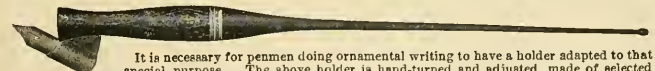
The New Year

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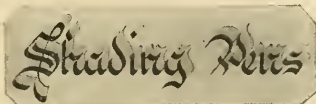


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WITH THE EDITOR IN ENGLAND



ONE of our most distinguished business educators used to tell his students when they came to him that it is worth one hundred dollars for any boy to go so far away from home that he could not see the smoke from his father's chimney. Applying the rule of proportion, a trip three thousand miles from the editorial desk should be worth a great deal. It was for the distinct purpose of seeing what is being done abroad in the way of business training that Ye Editor with his suit case in hand boarded the White Star steamer Cedric one bright October morning bound for Liverpool. So much attention has been given this subject that there is danger of one's becoming possessed with the idea that all progress in educational matters is to be found in our own America. New York is as close to England as it is to San Francisco; hence it is very natural for one to turn to the mother country first to see what our cousins are really doing.

First of all, let us say a few words about the country and its people. One may read books of travel and listen to illustrated lectures until he is stupefied, and still cannot possibly have the impression of a country or a people that he will obtain in one month's travel. These impressions begin to form as soon as one steps aboard the ship. Despite their long absence from shore, the crew are as typical of their nation as the veriest land-lubber who never saw an ocean liner nor heard her siren whistle as she ploughs through the great waves on a foggy night with the mass of a mountain. The nomenclature for the ordinary things is all changed. Instead of going by the clock, it is so many "bells." Your baggage becomes "luggage." Things are not moved, but "shifted," and so on to great length.

And the passengers, too, are different. Our first acquaintance—struck up as soon as the steamer left the dock—is a celebrated physician from Leeds who had been to America to attend the Tuberculosis Congress held at Washington. Another is an eminent churchman from West Australia, and several interesting games of chess did we play with the canon, finally separating with honors even. And this young man with the happy nature. Surely he must be some college student and, sure enough, he is—one of our Rhodes scholars and hailing from Utah, bound for Exeter College, Oxford University, where we have an urgent invitation to spend a day with him. The next gentleman—quiet, thoughtful; in fact, exceedingly reserved—we find to be from India, where he represents large American and British interests. With a few minutes' acquaintance this reserve passes away and he fascinates you with his great knowledge, not only of the world, but of the arts and sciences. He knows music, law and theology and can run a ship. This middle-aged lady is from St. Petersburg, where she has lived for twenty years, although born in America. She can tell much of the strange ways of the Russian. And so one might continue indefinitely almost, for nearly every country on the globe is usually represented in a shipload. There is something about sea travel which conduces to good fellowship, and after twenty-four hours we are all acquainted—and, *mirabile dicta*, no one is sick.

It requires a long time to cross the Atlantic. We hear about the five-day boats, but it takes more than five days, for they reckon only from nearest points. When the ship leaves New York and reports off Ireland in five days, she has still another day to travel before she reaches Liverpool. And, besides, there are but few such boats, and fortunate, indeed is such the case, for those who have traveled by them claim that the trembling of the ship is so great under the

excessive strain that it is a nightmare to ride in one. At last, when we do reach land we are glad. These are busy, active days—and for one to live the quiet life of a passenger for an entire week is just about long enough. However, experienced travelers say that on longer journeys there is a reaction, and all become accustomed to the routine.

BIRMINGHAM.

Although we land at Liverpool, we proceed at once to Birmingham for the purpose of studying a characteristic English city. Seaboard towns rarely create correct impressions of a nation's customs. No one would call New York a characteristic American city. Birmingham is a very old and very great city. Although the census gives it a population of about six hundred thousand, it has really a million, for much of it is made up of little towns which still retain their own local government. Here is where James Watt made his engine, and one of the first things we did was to board a car for Foundry Street to see where his factory was located. One of his engines which has run for more than one hundred years was just discovered by a mechanic, who was called in to make some slight repair. This is also the home of Joseph Chamberlain, so long Colonial Secretary, and upon whose shoulders is laid the blame for the Boer War—one of the greatest of British national misfortunes in recent times. One hundred and fifty years ago they mobbed Joseph Priestley, the discoverer of oxygen. Just as they did Harvey, the discoverer of the circulation of the blood, two hundred and fifty years ago. Moral: Do not be ahead of your time, and teach the people what they think they want to know.

This article is supposed to be about education, but we shall have to reserve that until next time. It must be remembered that in England everything is far different from what it is in America. Cities but a few miles apart have interests as varied as are those of Minnesota and Florida. For example: Birmingham is an iron city—another Pittsburgh. Manchester is a cotton city; Leeds a woolen city, etc. This difference in trade is observed in education. In Birmingham you will learn how to make machinery, jewelry, pens, etc. This would mean that there is not much done in the way of commerce—including bookkeeping, shorthand, penmanship, political economy, etc. If you have guessed this you are about right. In the day public schools there are not one hundred students of the commercial branches, and in all the day private business schools combined there are not more than two hundred pursuing these various subjects. And yet nearly every advanced student reads a little shorthand. You will perceive I specified *day* schools. At night it is different. Everybody—that is, almost everybody—goes to school at night in Birmingham. I never before saw such an educational city. The Board of Education conducts a number of free evening schools, some elementary and some advanced, where one may study any of the business branches. And in shorthand and accounting they will take you as far as you wish to go—even to the position of a certified or chartered public accountant. A small fee is charged. There is very little free instruction in England, especially in the advanced subjects. There is a feeling that if one wishes to take a vocational subject he should pay a fee for the instruction. I believe that in the night schools in our own country this would be a very good plan. One thing it would do very effectively, and that is to keep out an undesirable element which is attracted to everything that is different and who have no more idea of study than they have of becoming missionaries.

In our next article something will be told about the great evening schools of Birmingham, Manchester and Leeds.

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AT A
MEETING
OF

THE PENMAN'S ASSOCIATION
JOSEPH NO. 2

held February 1, 1908, the following
resolutions were unanimously adopted:

Whereas Almighty God in His Infinite
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OUR TRUE FRIEND AND BROTHER FIREMAN

MR. FRED LEPPLE

RESOLVED,

THAT WE
EXTEND
AND
EXPRESS
our sincere sympathy
and our condolence
to his Mother and Sister in this
their sad bereavement, and further

RESOLVED, That an engrossed copy of these
resolutions expressing **OUR SORROW**
be forwarded to the bereaved family,
and a copy spread in full on our minutes, and published
in the local papers.

Committee
*J. G. Walker
Thomas Nichols, Jr.
John H. George*

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SHORTHAND CONTEST AT PROVIDENCE

At a meeting of the Executive Committee of the Eastern Commercial Teachers' Association the following committee was appointed to conduct the International Shorthand Speed Contest at Providence, R. I., on Saturday, April 10, 1909:

Charles C. Beale, 8 Beacon street, Boston. Official reporter and author; former President National Shorthand Reporters' Association, Chairman.

Oscar I. Detweiler, Philadelphia. Official reporter; President National Shorthand Reporters' Association.

James N. Kimball, New York City, Reporter, author and teacher.

George A. McBride, Philadelphia. Official reporter; Chairman Committee on Legislature National Shorthand Reporters' Association.

Augustus T. Swift, Providence, R. I. Teacher.

Edward H. Eldridge, Simmons College, Boston. Reporter and teacher. Acting Secretary.

Charles F. Roberts, New Haven, Conn. Official reporter, Superior Court.

Any member of the committee will be glad to receive suggestions. Those who intend to compete should send their names to either the Chairman or Acting Secretary.

The following committee was appointed to take charge of the typewriting contest:

F. G. Nichols, Rochester Business Institute, Rochester, Miss Gertrude Harvey, Providence, R. I.

Miss Gertrude W. Craig, Boston.

EDWARD H. ELDRIDGE,

Secretary Executive Committee.

One of the best things we have seen in the way of a penholder is that just placed on the market by C. W. Ransom, of the Ransomerian School of Penmanship, Kansas City, Mo. Knowing just what is needed by artistic writers, Mr. Ransom has set about furnishing it, and the result is a holder of solid rubber, with a screw-head, which is adjustable to either a straight or oblique penholder instantly, and which never permits the pen point to touch the table, no matter in what position it is. Penmen cannot fail to appreciate the many good points of Mr. Ransom's new holder.

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A PERFECT MEMORY FOR NAMES AND FACES


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THE NATURAL MEMORY SYSTEM shows you how to employ the same methods that the emotions use in giving you a perfect memory of all the details of anything that you love. This is the method used by all great men and women, and you can make it spell success for you. If you want to have a perfect memory for names and faces; to secure command of excellent English; to spell well; to have all of your information available for instant use, send for a copy to-day. Price 50 cents.

E. D. Snow, 170 Main St., Hornell, N. Y.

The Ransomerian Oblique

The holder that makes writing a pleasure



I use it exclusively in my expert writing; invaluable to the professional, to the amateur or to the beginner. You can write easier, longer and better by using this great instrument. Some of the special features of this holder are very clearly expressed in the following, unsolicited letter from Mr. G. W. Weatherly, President of the Joplin-Carthage Business College Company, of Joplin, Mo. This letter tells its own story. Read it:

Mr. C. W. Ransom, President, Ransomerian School of Penmanship, Kansas City, Mo. Joplin, Mo., Sept. 21, 1908.

My Dear Mr. Ransom—I have given one of your Penholders a three months' long trial; a careful and severe one, side by side with the best and most expensive holders made, ones costing three or four times as much, and to-day yours is the only one remaining on my desk—it has forced the others back into the drawer among the things kept for "old times sake." I have never found the equal of the holder. With it the finest writing can be produced all day long without causing that "tired feeling" so common to professionals, for "it fits the finger." To the beginner, it opens up the gate to a new field, creates a new ambition along penmanship lines, as it is a progress maker—with it you can fairly see the improvement in your writing. The holder occupies a field strictly its own; in fact, two of them, it being the only one so far as I know that can be changed into either an ornamental or business holder at will, and is equally fine in either. This feature is valuable. It is a handsome holder, will last forever, and it is absolutely useless for the penman to look for anything better or even "just as good," for it is not made. Very truly,
 G. W. WEATHERLY, President.

This beautiful, solid rubber holder will last you a lifetime and the price is only 50 cents, postpaid. Special prices to schools and colleges; write for them. Address

C. W. RANSOM, Pres., THE RANSOMERIAN SCHOOL, Kansas City, Mo..

HIGH GRADE DIPLOMAS AND CERTIFICATES.

Artistic and Low-Priced!

OUR New Catalog will be ready early in January, 1909. It will show many new designs, including a Penmanship Certificate. Let's talk over that new diploma.

FREE Our latest catalog. Full-sized samples of our new diplomas. Sketches and estimates for special designs.

The "H. & B." imprint stands for excellence.

HOWARD & BROWN, Penmen and Engrossers, Rockland, Maine

If you don't know about the free teachers' course in GREGG Shorthand we both lose!

Free—LEARN TO WRITE—Free

Send us your name and address and we will send you our first lesson free as a sample.

THE WASHINGTON CORRESPONDENCE SCHOOL OF PENMANSHIP,
 30 Wealey Avenue, Dorchester, Mass.



DON'T SCRATCH. 12 STYLES OF PENS FOR ARTISTIC WRITING SENT ON RECEIPT OF 10 CENTS
C. HOWARD HUNT PEN CO., Camden, N. J.

In answering advertisements please mention the PENMAN'S ART JOURNAL.

Students Own Page

Every student subscriber of THE JOURNAL is earnestly invited to contribute to this page. The best specimens received each month will be reproduced for the purpose of encouraging the students of writing generally.




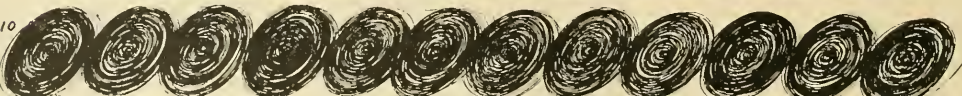
That the work may show up to the best possible advantage, the following rules should be observed:

1. The writing should be done with jet black ink—fluid India ink preferred. This can be purchased at any stationery store.

2. Send not more than two lines.

3. See that the lines are exactly eight inches in length.

We hope to receive a nice lot of movement drills during the coming month.

- 1 *van van van van van*
- 2 *Good business writing is in demand.*
- 3 *I am gaining in my business writing.*
- 4 *Variety is the spice of life.*
- 5 *A line of my plain business style.*
- 6 *A specimen of my rapid business writing*
- 7 
- 8 
- 9 
- 10 

The specimens appearing in this department this month were written by the following: 1. F. S. Huber, Syracuse, N. Y. 2. Maude M. Curry, pupil of E. T. Overend, Pittsburg, Pa., Academy. 3. W. L. Rodrigues, Orangeburg, S. C. 4. Annie E. Edwards, pupil of L. M. Arbaugh, Drake Business College, Passaic,

N. J. 5. R. A. Nusbaum, Taneytown, Md. 6. Paul Hackl, pupil of J. M. Latham, Gem City Business College, Quincy, Ill. 7. J. W. Thompson, Clatskanie, Ore. 8. Pupil of A. F. Tull, The Business Institute, Detroit, Mich. 9. H. J. Connelly, Brooklyn, N. Y. 10. Pearl Gleed, pupil of E. A. Bock, Henager's Business College, Salt Lake City, Utah.

WANT ADS.

Classified Advertisements will be run under the above head for 5c. a word, payable in advance. Where the advertiser uses a non de plume, answers will be promptly forwarded.

WANTED—Schools in need of competent instructors to advertise in the "Want Ad" columns of The Journal, also teachers desirous of making a change, to know that the "Journal Want Advertisements Bring Results." Whether you are a proprietor in search of an assistant or a teacher looking for a position, bear in mind that The Journal goes to all the people you wish to reach. Five cents a word.

OWNERS OF BUSINESS COLLEGES who require commercial teachers, penmen, or shorthand teachers (Irene Pitman), should communicate with W. J. Elliott, principal of the Elliott Business College, Toronto, Ontario. We make a specialty of preparing students, who have formerly been public school teachers, for teaching in business colleges. State salary.

TEACHERS SUPPLIED—When you require a teacher of the Commercial branches or Gregg Shorthand, write The Willis Business College (S. T. Willis, principal) Ottawa, Canada, and we can probably supply the right person. We conduct a thorough course for the training of public school teachers as teachers of the Business branches and shorthand. State salary.

A BUSINESS SCHOOL WANTED—I desire to purchase a reputable Business School in a falsified city and will consider a first-class proposition. I am an experienced school proprietor and would consider nothing but a reputable and well-established school. Address C. C. care P. A. Journal.

WANTED—A good teacher of Perin shorthand. Good salary and pleasant employment. Also a fairly good telegraphy teacher who can handle the English branches. Address "T. F.," care P. A. Journal.

FOR SALE—Third or half interest in well-established Business College to good commercial teacher. Address "Southwest," care P. A. Journal.

Teachers Wanted!

A number of teachers are wanted to teach the Byrne Simplified Shorthand, in Business Colleges and High Schools. Better salaries are paid teachers of the Byrne Simplified than of any other system, as the wonderful simplicity, legibility, and speed of the system enables a teacher to turn out practical trained stenographers in almost half the time required with other systems, thus doing the work which previously required two teachers.

Teachers' course Free. Write for particulars.

Sample copy of text book, \$1.00 postpaid.

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Tyler, Texas.

New York University School of Commerce, Accounts & Finance

HIGHER EDUCATION for accountancy, banking, insurance, real estate and business management, or teaching commercial subjects.

Washington Square, East, New York City

TRAINING SCHOOL FOR COMMERCIAL TEACHERS

The NORMAL TRAINING DEPARTMENT of the ROCHESTER BUSINESS INSTITUTE received a number of urgent calls during the past month for graduates to accept excellent positions as commercial teachers, but there were absolutely no candidates to recommend.

Wanted Immediately! High school, normal school and college graduates; also teachers of experience from all parts of the United States to correspond with us regarding the opportunities we can place before them.

Our new illustrated prospectus and catalogue, containing complete outline of our normal training department, mailed promptly on request.

ROCHESTER BUSINESS INSTITUTE, ROCHESTER, N. Y.

IN SEPTEMBER

Three of our members began work in new positions in St. Louis Business College, two in the Cleveland High Schools, two in Univ. of Wis., one in Univ. of Neb., two in Pittsburg and many more in all parts of the United States. What about your future? Will you not let us assist you? Free registration.

THE SPECIALISTS' EDUCATIONAL BUREAU, Webster Groves, St. Louis, Mo.
Managed by R. A. Grant, Head of Com'l. Dep't., Yeatman High School, St. Louis.

POSITIONS

NOT ALL FILLED.—We now have the following openings for Commercial Teachers to be filled:—One \$1500 High School position; Five \$1200 positions (two High School places); Ten positions paying from \$900 to \$1200; Eighteen positions paying from \$500 to \$900.

WE NEED MORE FIRST-CLASS TEACHERS
CONTINENTAL TEACHERS' AGENCY, Bowling Green, Ky.
FREE ENROLLMENT if you mention this paper

KINSLEY-DRAKE COMPANY SCHOOL AGENCY

28 S. Broad St., Trenton, N. J.

If you want a teacher.

If you want a position.

If you have a school to sell.

If you wish to buy a school let us hear from you.

KINSLEY-DRAKE CO., Trenton, N. J.

We Wish You a Pleasant Holiday Season

and want to remind you that we expect to be busy right along filling calls for commercial teachers. We have three or four excellent places still unfilled as this announcement is being prepared. There will be a number of changes January 1, and all teachers open for engagement at that time should write at once for registration blank. Don't wait and let someone else have the place.

UNION TEACHERS' BUREAU, 229 Broadway, New York.

Some High School Positions

That we have filled during 1908, at salaries ranging from \$75 to \$130 per month: Sioux City, Iowa; Passaic, N. J.; Meriden, Conn.; Iron Mountain, Mich.; Des Moines, Iowa; Creston, Iowa; La Junta, Col.; Nutley, N. J.; Akron, Ohio; Peabody, Mass.; Hillsboro, Ohio; Junction City, Kan.; Arlington, Mass.; Le Mars, Iowa; Augusta, Me.; Springfield, Mass.; Oil City, Pa.; Mahanoy City, Pa.; Utica, N. Y.; Oakland, Md.; Long Branch, N. J.; Grand Forks, N. Dak. This list does not include all of the high school positions we filled, nor does it take note of positions in colleges, universities and normal schools that we have filled. Next year will see the beginning of a wonderful period of renewed prosperity in this country, with a consequent development and extension of the field of commercial education. We should like to get into touch right away with good teachers who desire to better their condition in life, whether as well-prepared beginners or as experienced teachers. No charge for enrollment; full information free. Our manager will be glad to meet you at the annual convention of the National Commercial Teachers' Federation in Indianapolis Christmas week.

THE NATIONAL COMMERCIAL TEACHERS' AGENCY

A Specialty by a Specialist.

E. E. GAYLORD, Manager,

11 Baker Ave., Beverly, Mass.



WHOEVER follows must necessarily come behind. The

Smith Premier Typewriter

owes its world-wide use to its initiative.

From the beginning it has always been the first to anticipate and meet every demand of the business world for better and greater typewriter service.

Others have followed—but a procession isn't a race.

THE SMITH PREMIER TYPEWRITER CO.
SYRACUSE, N. Y.—BRANCHES EVERYWHERE

